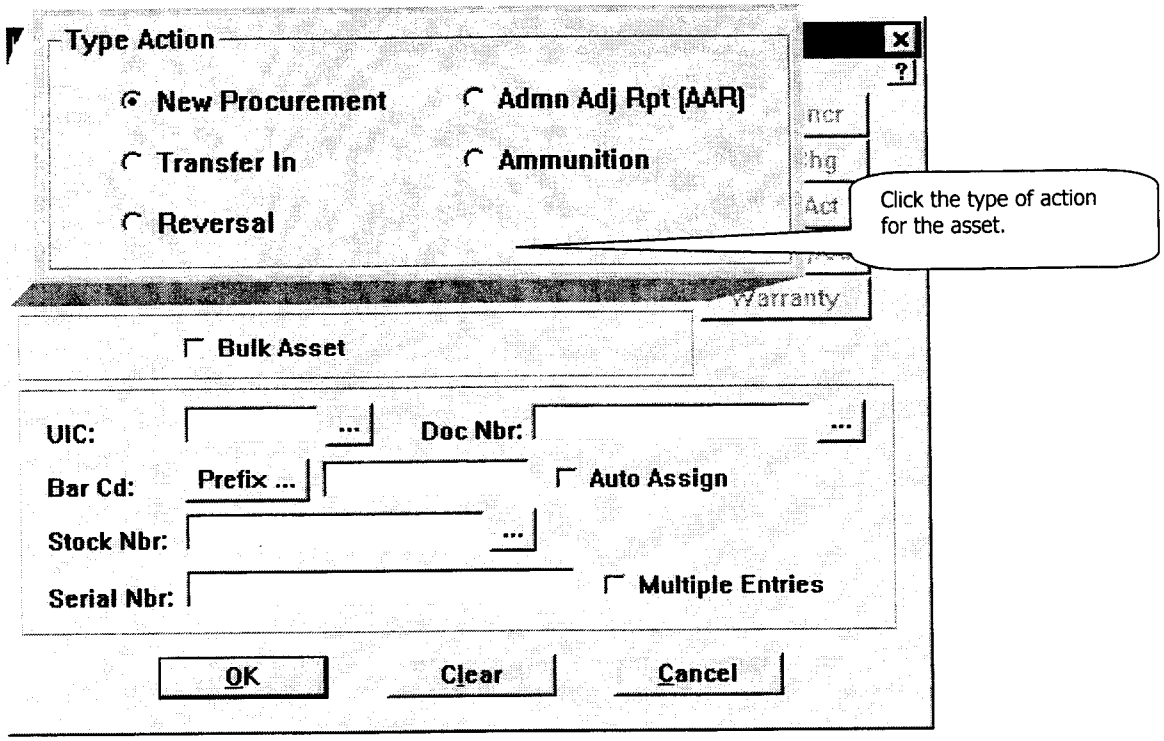
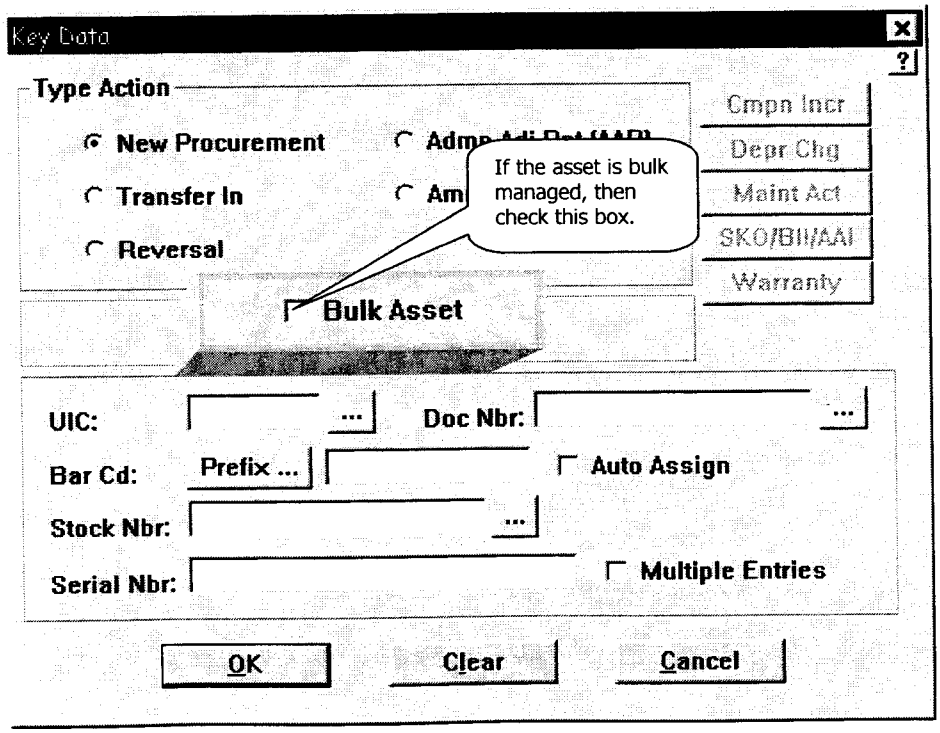
Adding Items To The Property Book (Cont'd)

STEP 1:

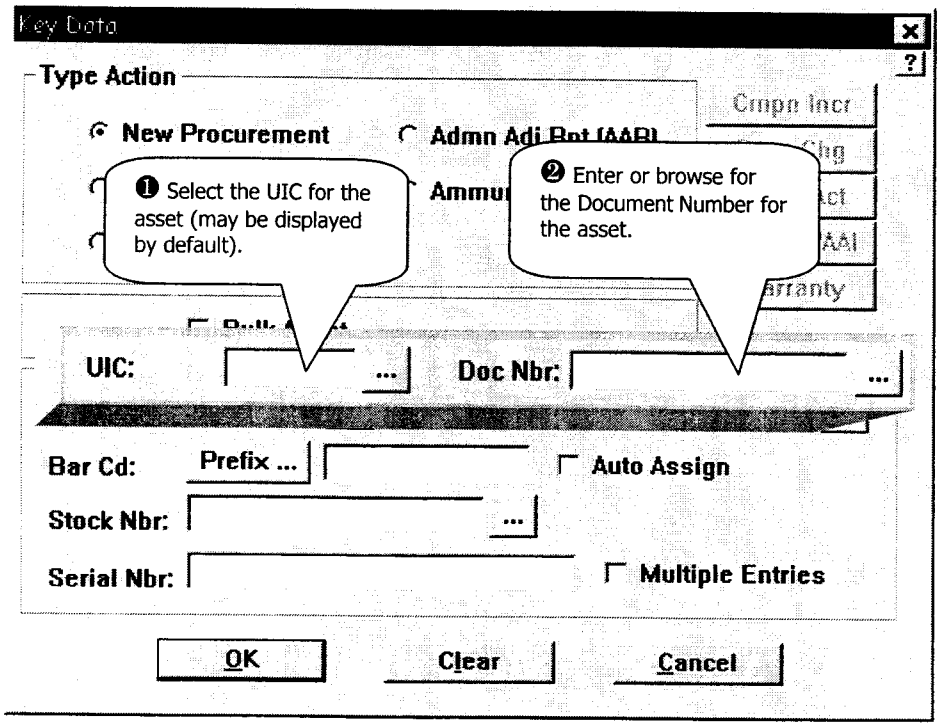


STEP 2:

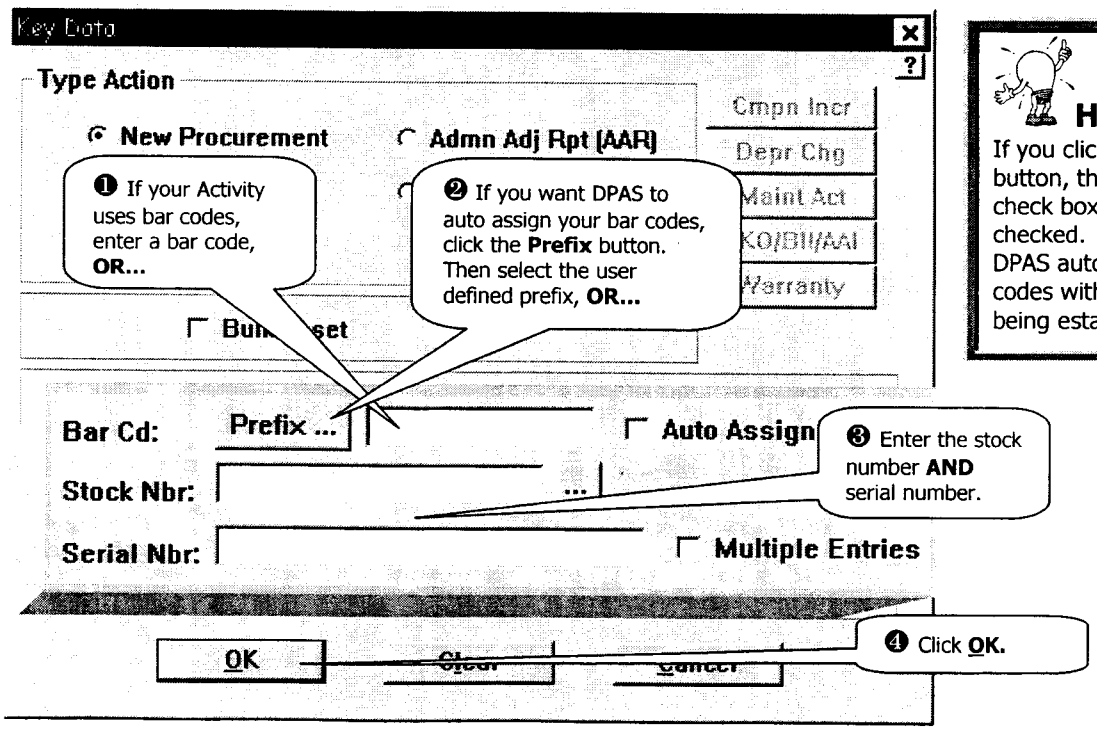


Adding Items To The Property Book (Cont'd)

STEP 3:



STEP 4:

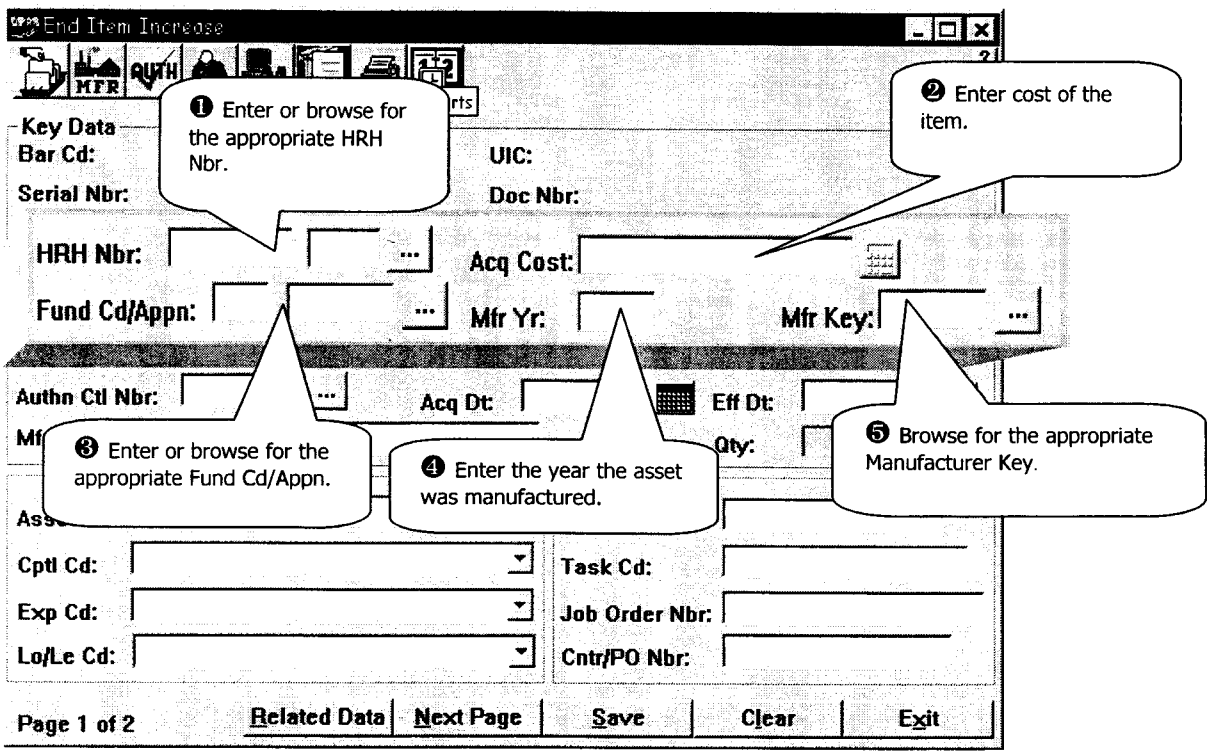


HINT!

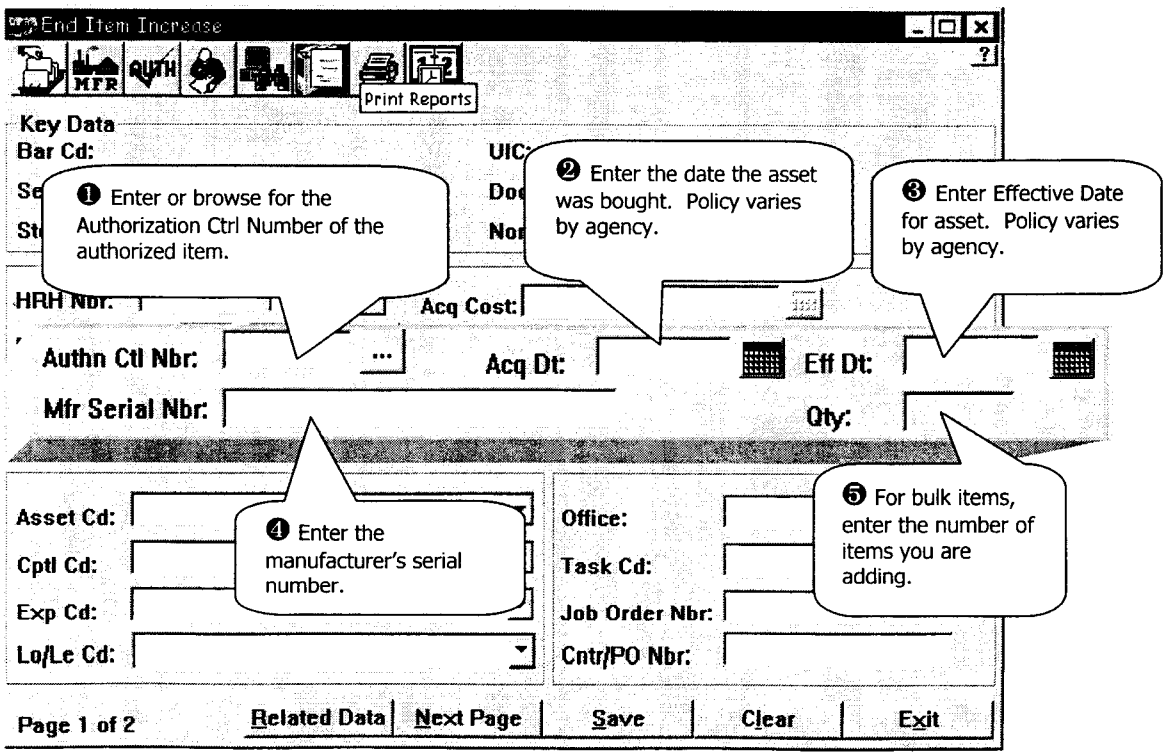
If you clicked on the Prefix button, the Auto Assign check box is automatically checked. You cannot let DPAS auto assign your bar codes without a prefix being established.

Adding Items To The Property Book (Cont'd)

STEP 5:

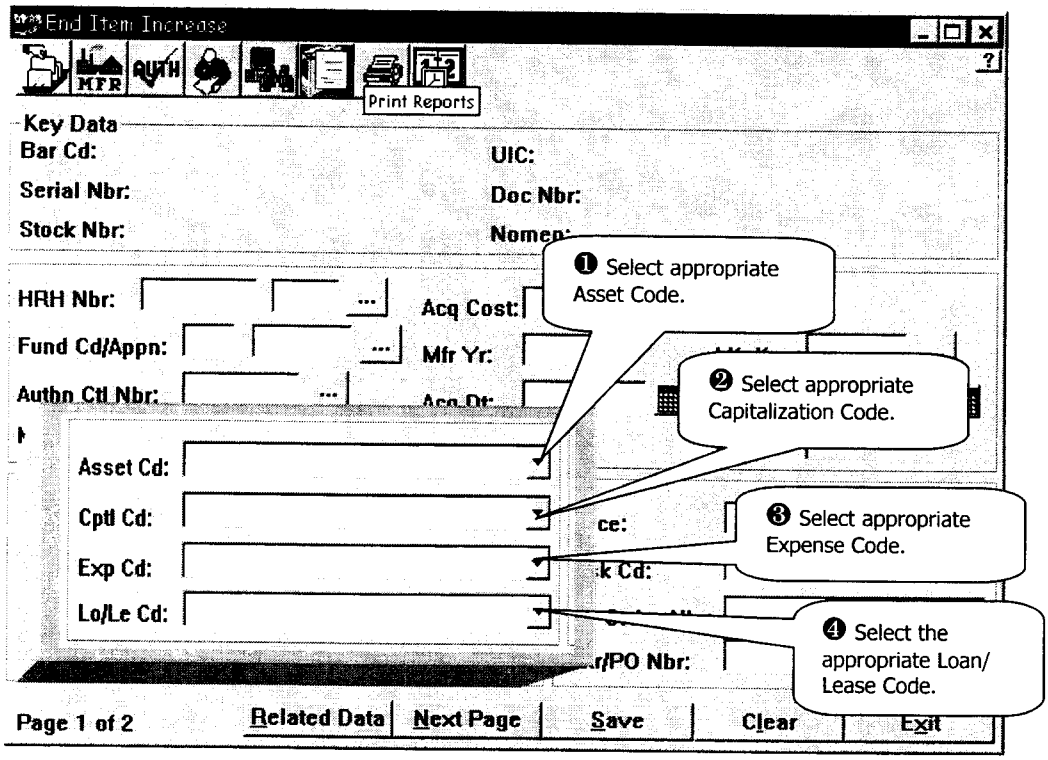


STEP 6:



Adding Items To The Property Book (Cont'd)

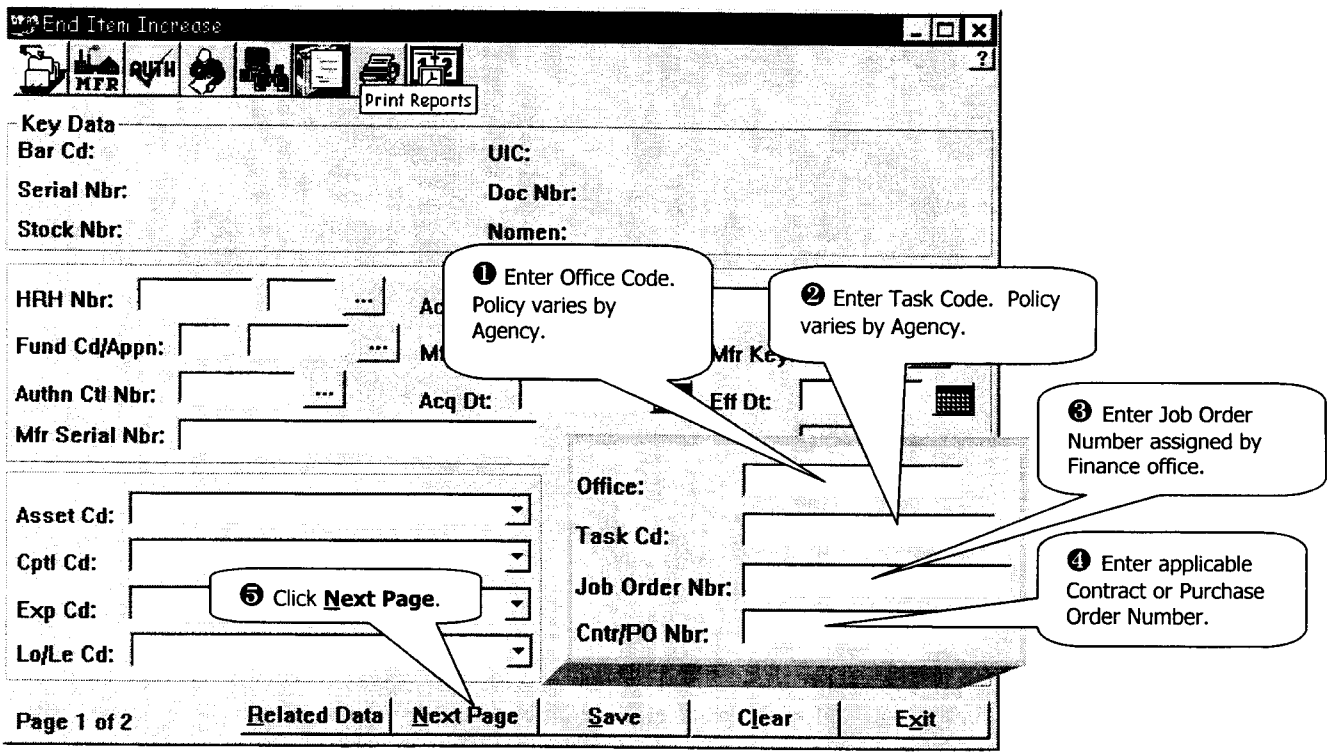
STEP 7:



Asset Codes	Capitalization Codes	Expense Codes	Loan/Lease Codes
A – ADP Software	A – Not in Use	1 – Funded	N/A – Govt Owned
C – CIP	S – Capital, below threshold	2 - Unfunded	C – Out to Contractor
W – WIP	N – Non-capital, exceeds threshold.		G – Commercial (GSA)
G – Cap Lease Assets			L – In on loan
H – Leasehold Equip.			M – Out on loan
K – Nonmilitary Equip.			N – In customer owned (govt)
V – Heritage			P – Permanent (GSA)
Y - Intangibles			R – In rented/leased
			S – IPEC in layaway
			T –Temporary (GSA)

Adding Items To The Property Book (Cont'd)

STEP 8:



About Task Codes and Job Order Numbers:

These two codes are used to track expenses related to **CAPITAL ASSETS.**

A **TASK CODE** can relate several different assets to a specific task, or mission. For example, items procured for Operation Desert Storm were assigned the same TASK CODE. This allowed DoD financial offices the capability of reporting on costs associated with that mission. Navy may enter a Plant Account number here until further notice.

A **JOB ORDER NUMBER** assigned to a capital asset may include ALL costs related to the asset, including, but not limited to:

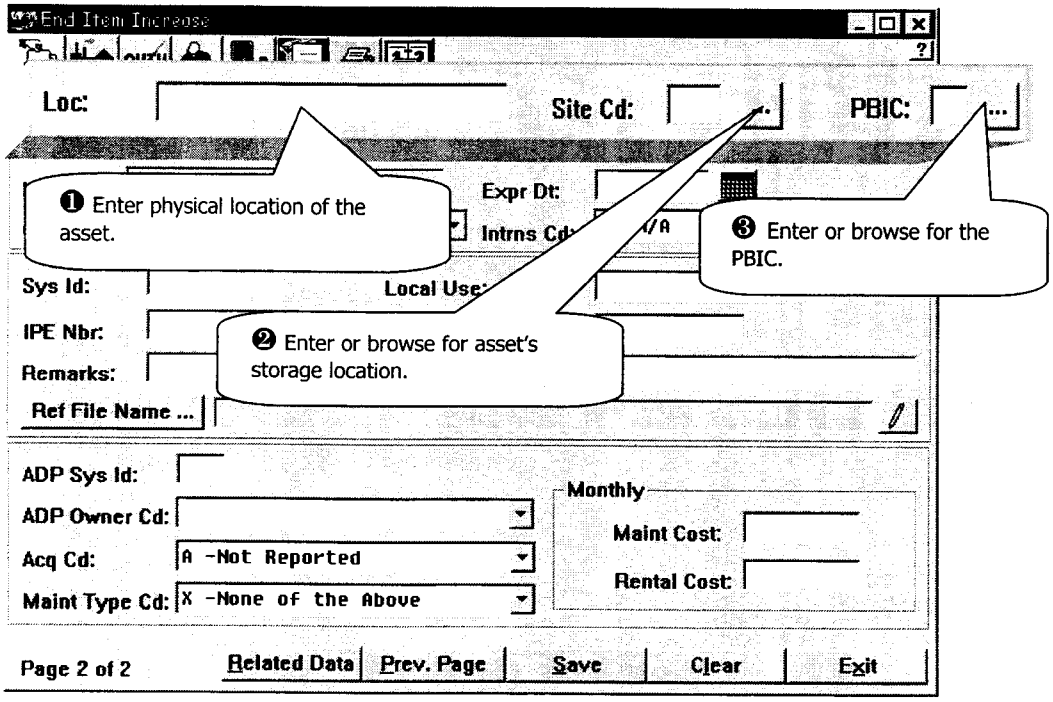
Procurement	De-installation
Transportation and Shipping	Maintenance
Installation	Disposal

NOTES:

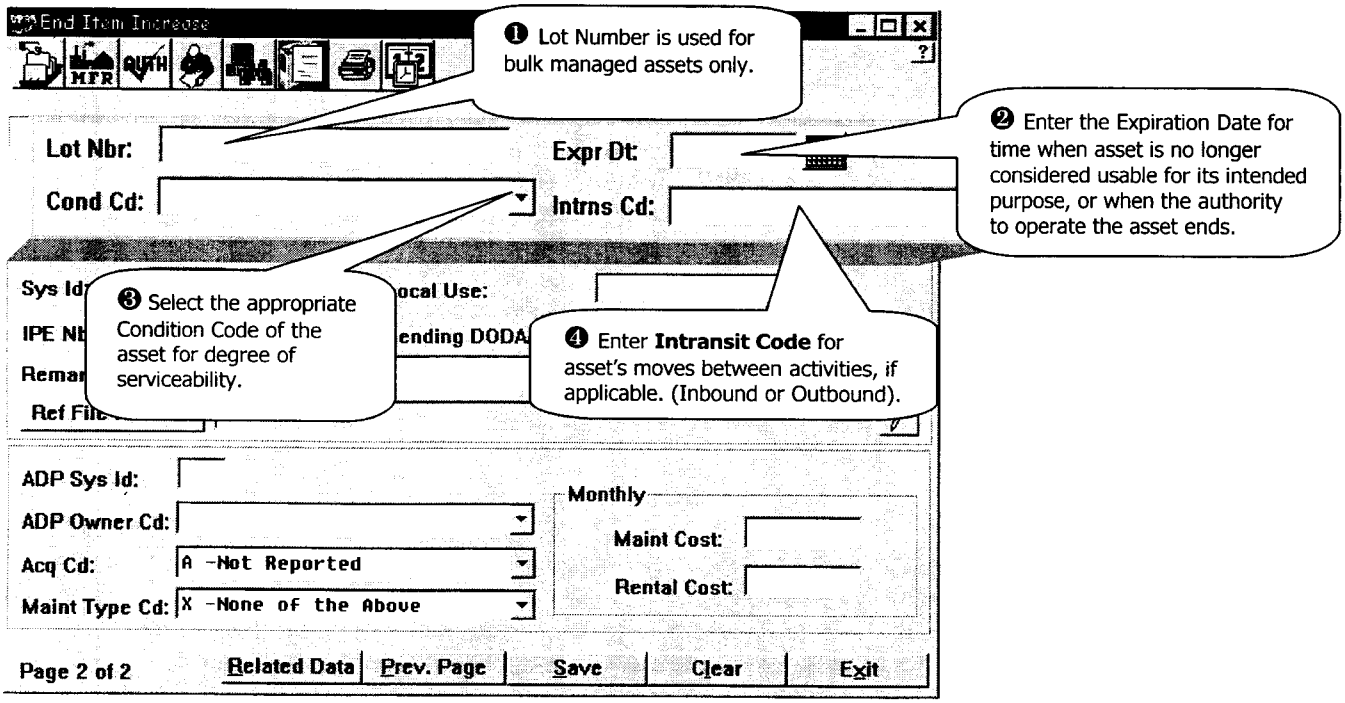
1. **The Hand Receipt Holder number on the authorization MUST match the hand receipt holder number that the asset is being assigned to.**
2. **The acquisition cost MUST be accurate! This value will be used to report the cost of the asset to your Activity's general ledger accounts.**

Adding Items To The Property Book (Cont'd)

STEP 9:

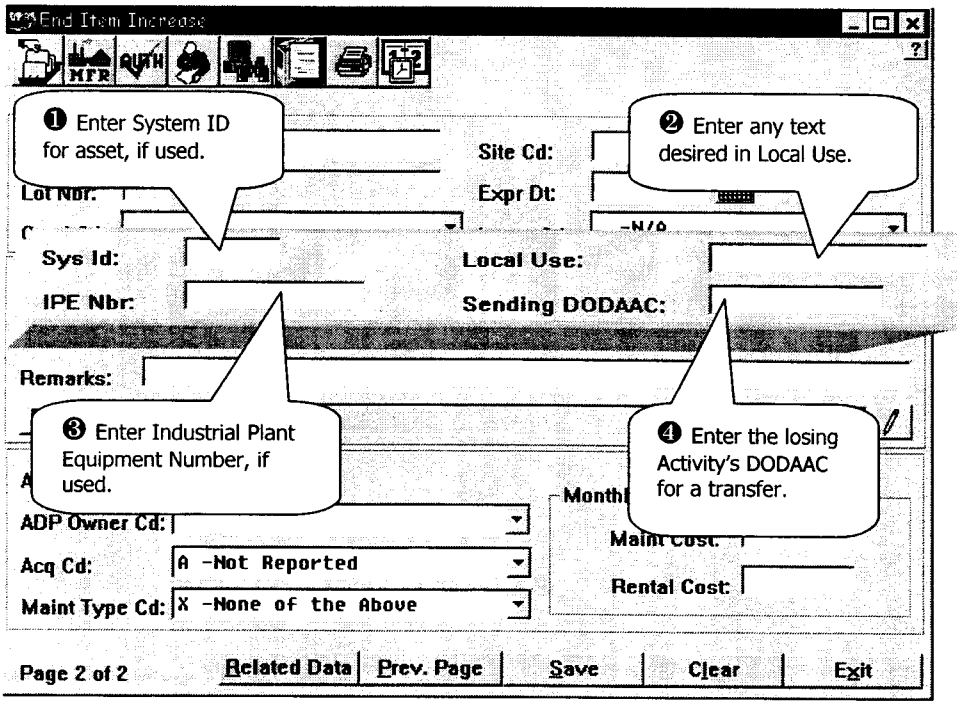


STEP 10:

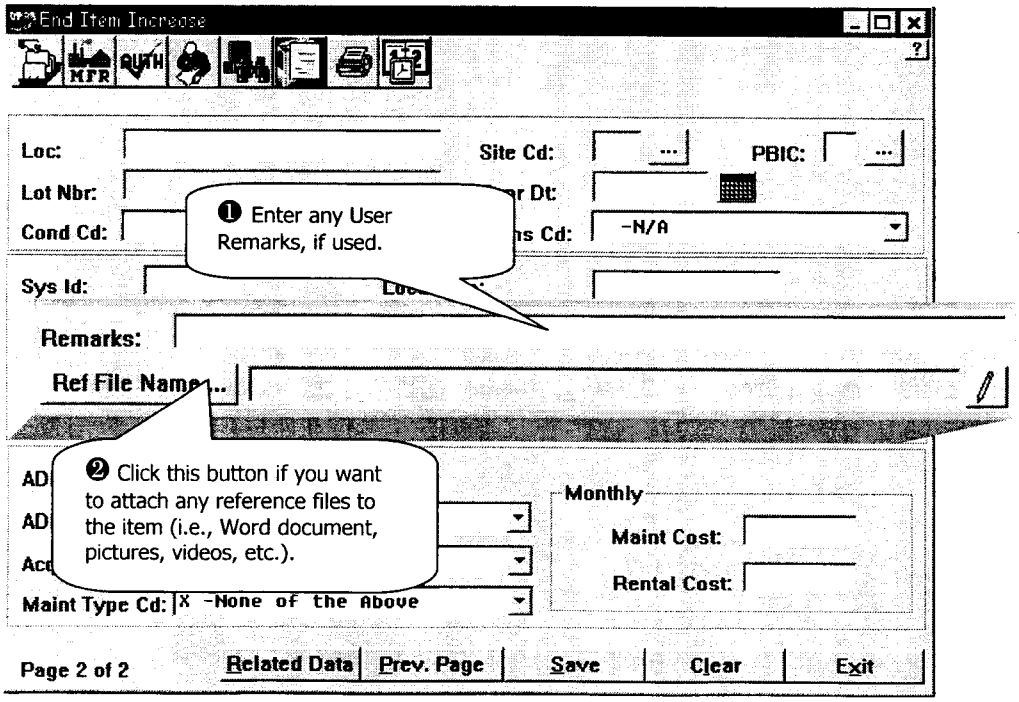


Adding Items To The Property Book (Cont'd)

STEP 11:

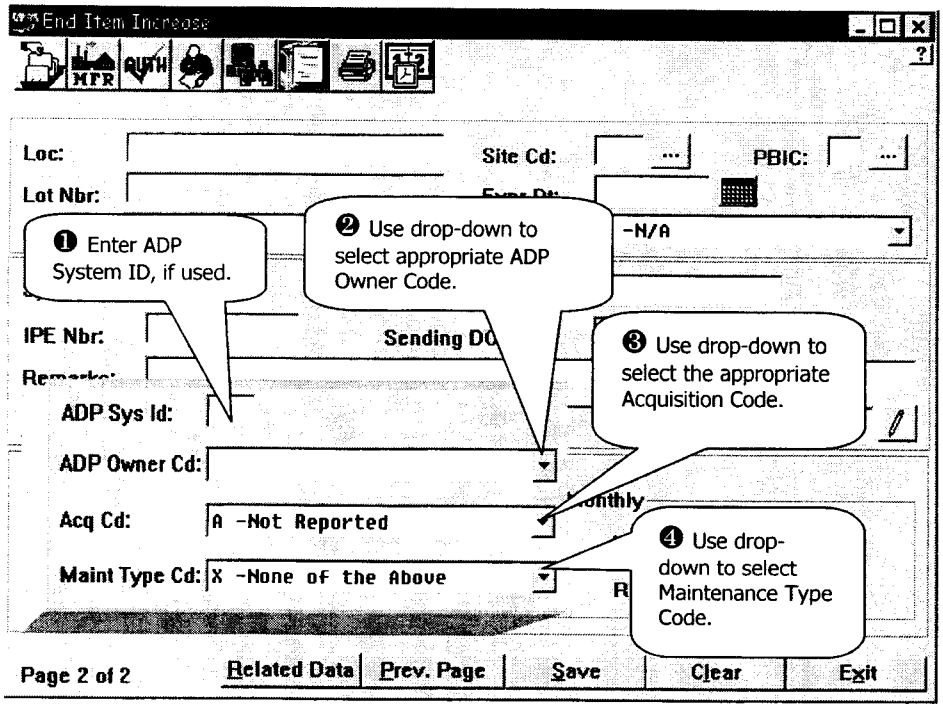


STEP 12:



Adding Items To The Property Book (Cont'd)

STEP 13:



HINT!

About ADP information on this screen:

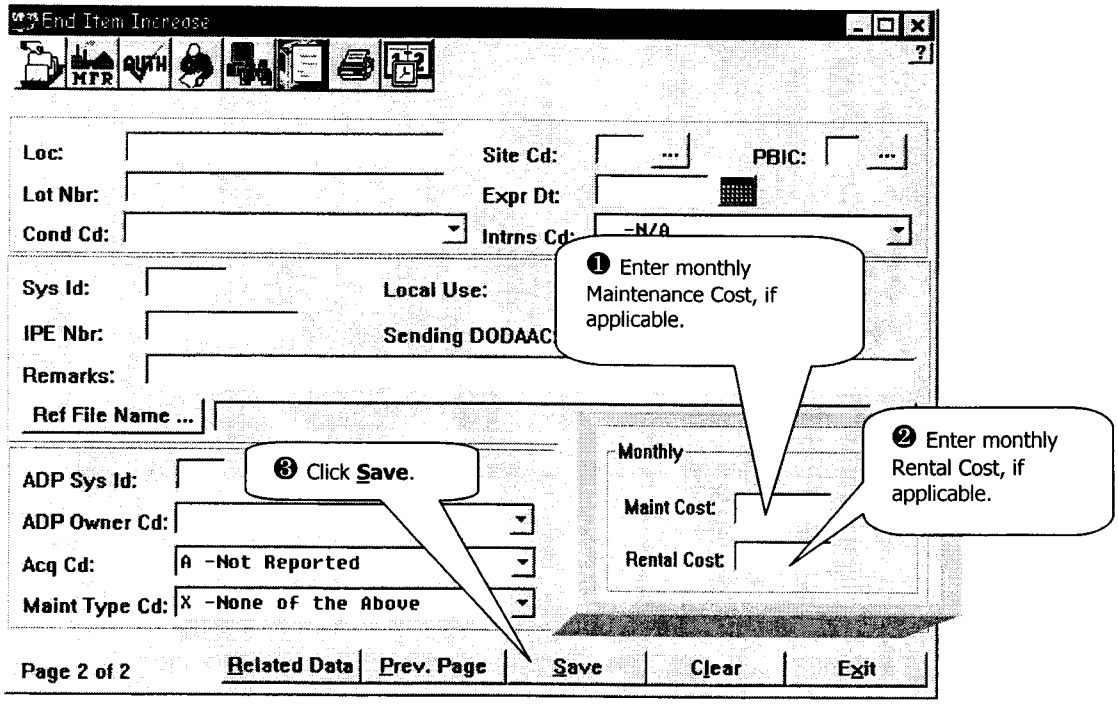
The **ADP Owner** code and **Acq Code** will only be available for input if the catalog record for the asset being added indicates that the item is **ADP REPORTABLE.**

Information entered in the ADP related fields on the End Item Increase screen will be forwarded to DITMS in the **DPAS to DITMS Interface**.

ADP Owner Codes	Acquisition Codes	Maintenance Type Codes
1 - Government owned.	1 - GSA nonmandatory (ADP schedule competed).	A - Manufacturer PPM(primary period maintenance).
2 - Government leased, but not available for purchase.	2 - GSA a mandatory schedule.	B - Manufacturer beyond PPM.
3 - Government leased	3 - Completed where use of 1 or 2 not appropriate.	C - Manufacturer parts and labor.
4 - Government leased government owned	4 - Specified make and model.	D - Commercial concern PPM.
5 - Government owned by GSA ADP fund.	5 - GSA nonmandatory ADP schedule.	E - Commercial concern beyond PPM.
	6 - Follow on after competition.	F - Commercial concern parts and labor.
	7 - Sole source.	G - Maintained by government personnel
	8 - Unknown	H - Maintained free of charge.
	9 - Other.	I - Carry in.
	A - Not reported.	J - Off site.
	B - Reutilization.	K - Parts exchange.
		Click on the pick list to display additional codes.

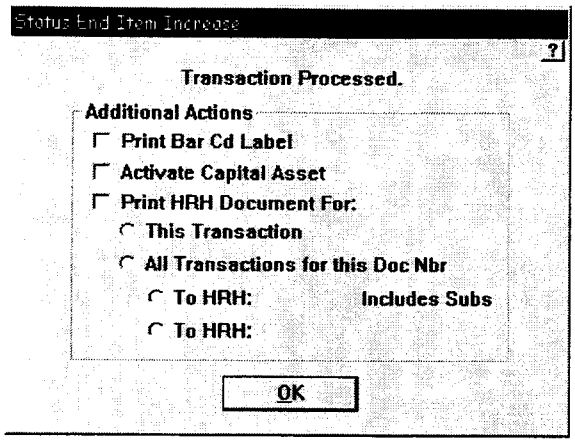
Adding Items To The Property Book (Cont'd)

STEP 14:



Adding Items To The Property Book (Cont'd)

When you click **Save**, the following dialog box will be displayed:



HINT!

Print Bar Cd Label – Check this box if you want to print out the bar code label(s) for the asset(s) that you have just added.

Activate Capital Asset – Check this box if the item is capital and you want to activate it for depreciation.

Print HRH Document For:

This Transaction – Select this radio button if you want to print out the DA Form 3161 for the transaction that was just processed.

All Transactions for this Doc Nbr –This selection will limit the detail records printed on the form from history to those where the Doc Nbr equals the UIC and Doc Nbr just used. (If there is a Doc Nbr To in the history record it will be used in the selection of records not the Doc Nbr) and the Pgm Name is equal to the process being run.

To HRH (Includes Subs) - This selection will limit the detail records printed on the form from history to those where the Hand Receipt Major and Sub Nbrs of the gaining Hand Receipt equal those displayed in the radio button text.

To HRH - This selection will limit the detail records printed on the form from history to those where the Hand Receipt Major Nbr of the gaining Hand Receipt equals those displayed in the radio button text.

Adding Items To The Property Book (Cont'd)

The buttons on the right hand side of the key data screen will now be active and can be used to perform the following tasks if needed:

Click Cmpn Incr to add component items to this asset.

Click Depr Chg to add or update depreciation information for capital assets.

HINT!

If the asset you have just added to the property book IS a capital asset, activate it now!

Click Maint Act to add or update Maintenance and Utilization records for mobile/production assets.

Click SKO/BII/AAI to configure the asset as a set, kit or outfit.

Click Warranty to add warranty or service agreement information for this asset.

If no additional actions are required for this asset:

Click Clear to add another asset to the property book **OR**

Click Cancel to return to the DPAS Main Menu.

Introduction To Accounting

Once an asset is added to the Property Book, the Fund Code record is reviewed to determine if the funds used to purchase the asset were Defense Working Capital or Non-Defense Working Capital. If the funds are Defense Working Capital, the Acquisition Date and the Acquisition Cost are compared to the Capital Asset Threshold Table to determine if the asset is a Capital Asset. If the funds are Non-Defense Working Capital, the Acquisition Cost is tested to see if it is $100,000 or greater. If the asset is determined to be a Capital Asset, it then needs to be activated for Depreciation.

The Depreciation Change screen can be reached through the Accounting Module *via* a jump button from the Key Data screen of the End Item Increase process after the Increase has been processed.

The Activation Date is the date the asset is put into use. If an asset requires installation and this will not be completed for a month, the Effective Date on the End Item Increase screen will be the date the asset arrived at the site, but the Activation Date will be a month later, after the asset is installed.

If the asset is transferred to the installation, the Prior Depreciation field must be entered to prevent the Depreciation from starting over. If the Database to Database transfer process is used, this information is carried with the record.

Before entering anything in the Residual Value field the regulations/guidelines for your Agency/Service should be reviewed. Most Agencies/Services do not want a value entered.

Once the asset is activated the Depreciation will not begin to be calculated for 30 days after the Activation Date. Depreciation will be calculated when the Monthly Depreciation Report under the Accounting Module > Reports > Generate > Batch is processed. If the asset is activated on the 28th of the month and the Monthly Depreciation Report is run on the 30th of the month, no depreciation will be calculated for this asset. It will not begin until the next month.

Activating Depreciation For A Capital Asset

MODULE: Accounting

IF YOU ARE NOT ADDING A CAPITAL ITEM, STOP HERE.

INTRODUCTION

When a capital asset is added to the Property Book/Inventory, the item will need to be activated for depreciation. This can be done directly after the asset is added.

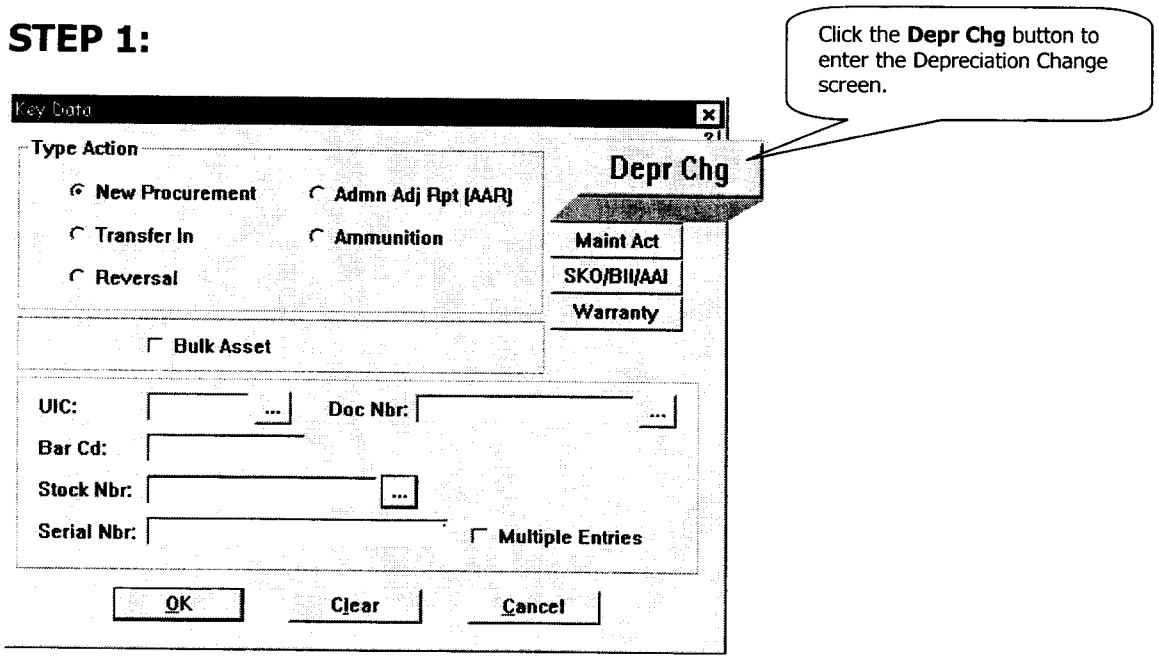
PREREQUISITES

The asset must meet the capital asset threshold amount and it must be on the property book.

STEPS TO PERFORM ACTION

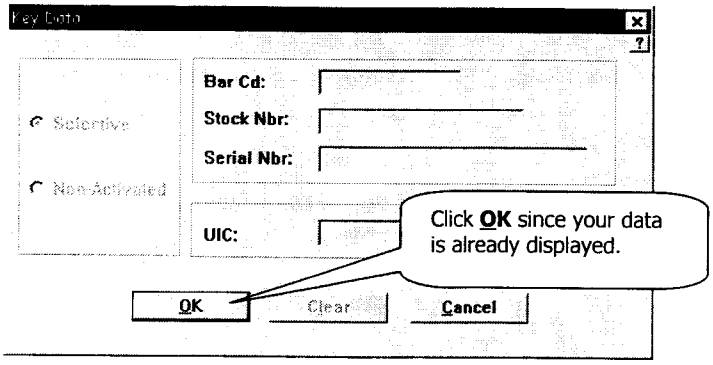
To **Activate an Item for Depreciation** from the End Item Increase Key Data screen, use the following steps:

STEP 1:

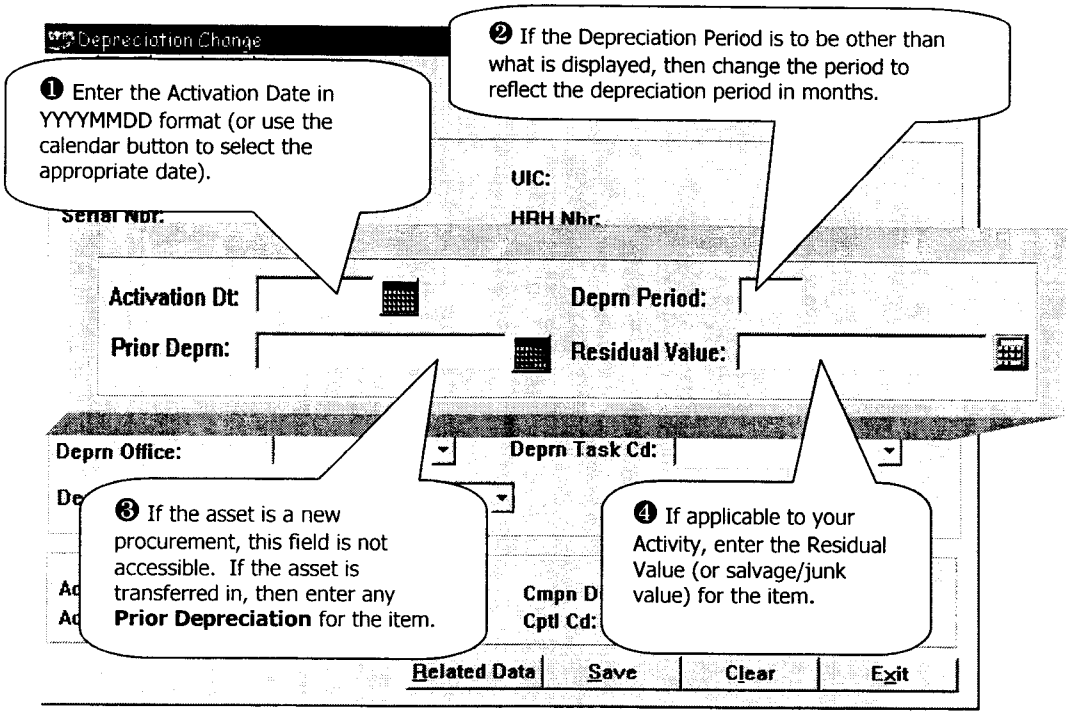


Activating Depreciation For A Capital Asset (Cont'd)

STEP 2:

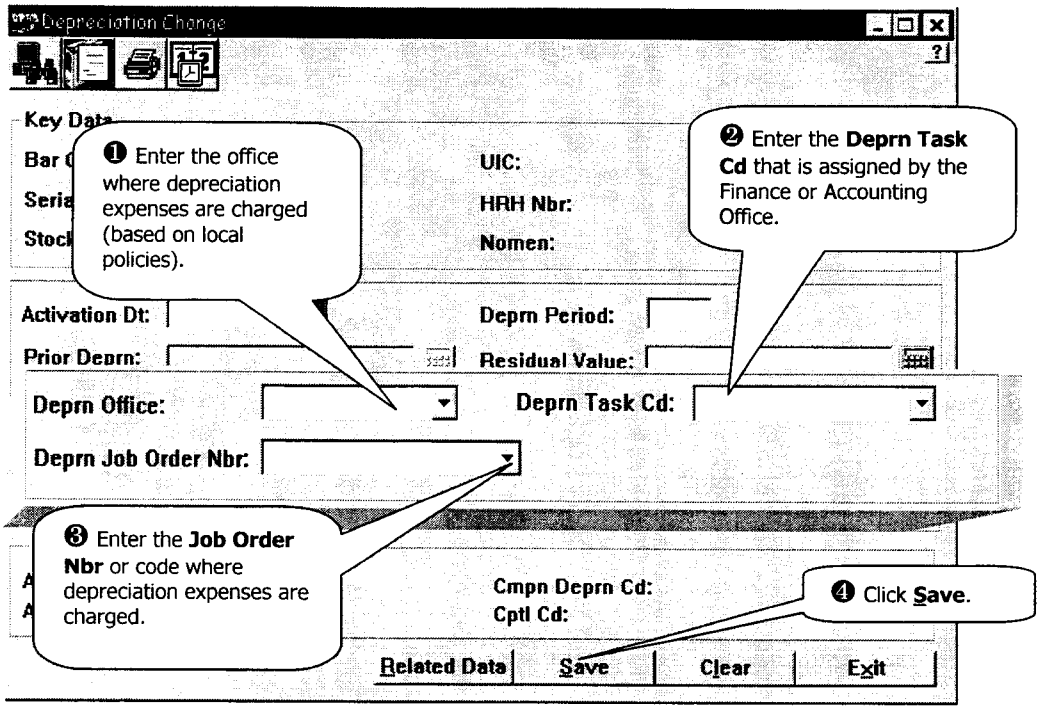


STEP 3:



Activating Depreciation For A Capital Asset (Cont'd)

STEP 4:



HINT!

Whenever you enter information in the **Deprn Office, Deprn Task Cd, or Deprn Job Order Nbr**, that information will always remain with the system. Therefore, you can use the pick list to display any values that were previously entered for a capital item.

Adding Warranty/Service Information

MODULE: Hand Receipt/Maintenance & Utilization

INTRODUCTION

Information pertaining to a Warranty or Service Contract on an asset can be tracked using this process. The user can track the Contract Number, the Start and End Dates and set up a reporting schedule for the expiration of the contract. The reporting of the expiration can be setup to produce a warning message, of the pending expiration date, 30, 60, 90 or 120 days before the date. The information pertaining to the Vendor providing the Warranty or Service can be tracked along with this information.

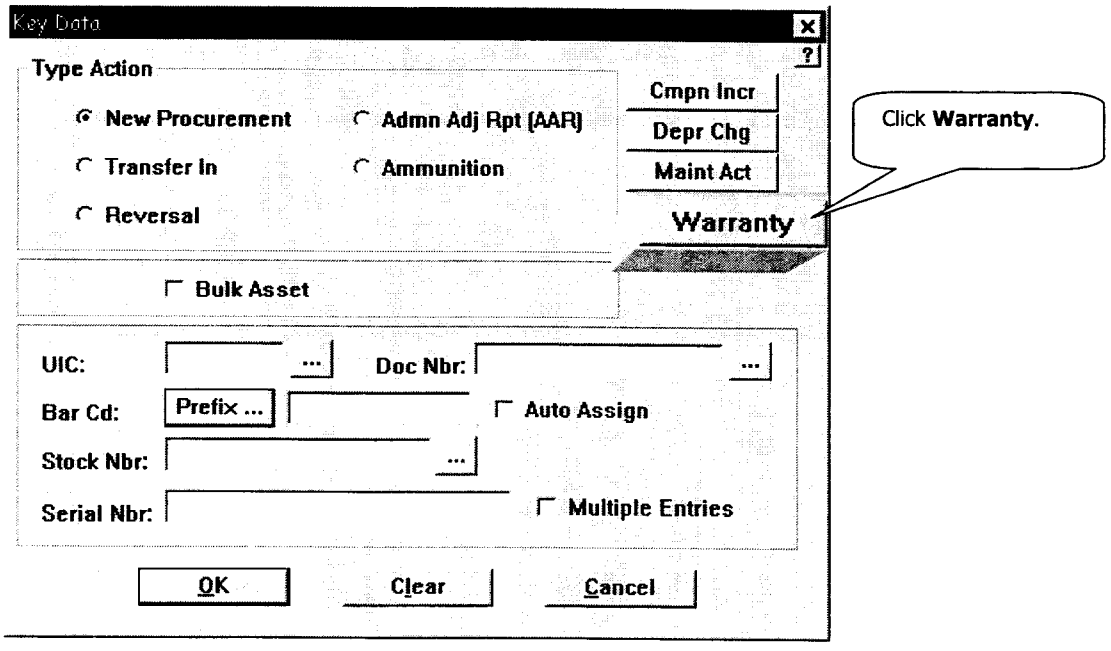
PREREQUISITES

None

STEPS TO PERFORM ACTION

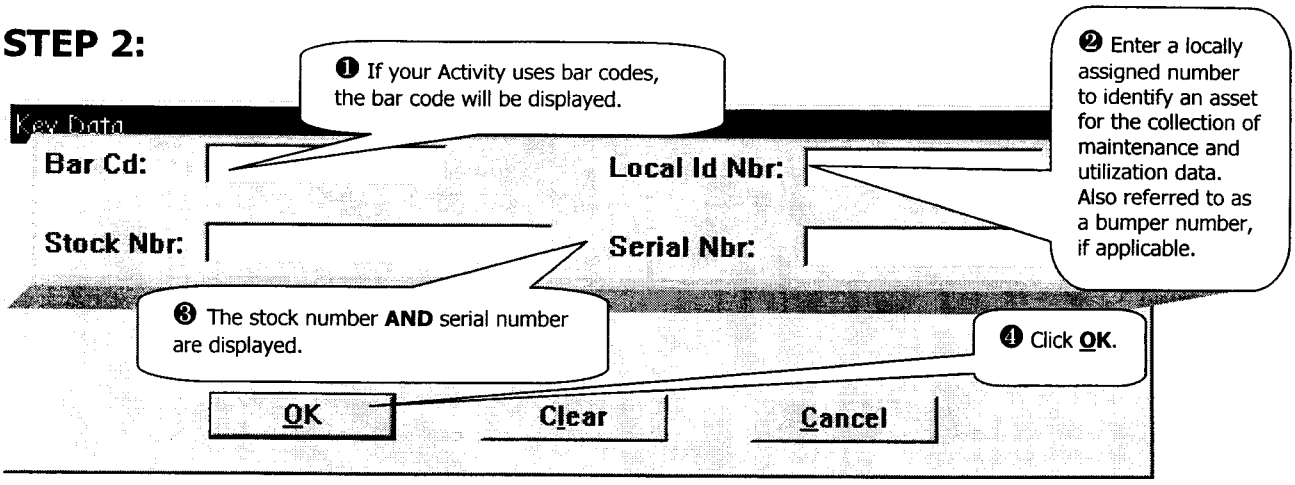
To add Warranty/Service information from the End Item Increase Key Data screen, use the following steps:

STEP 1:

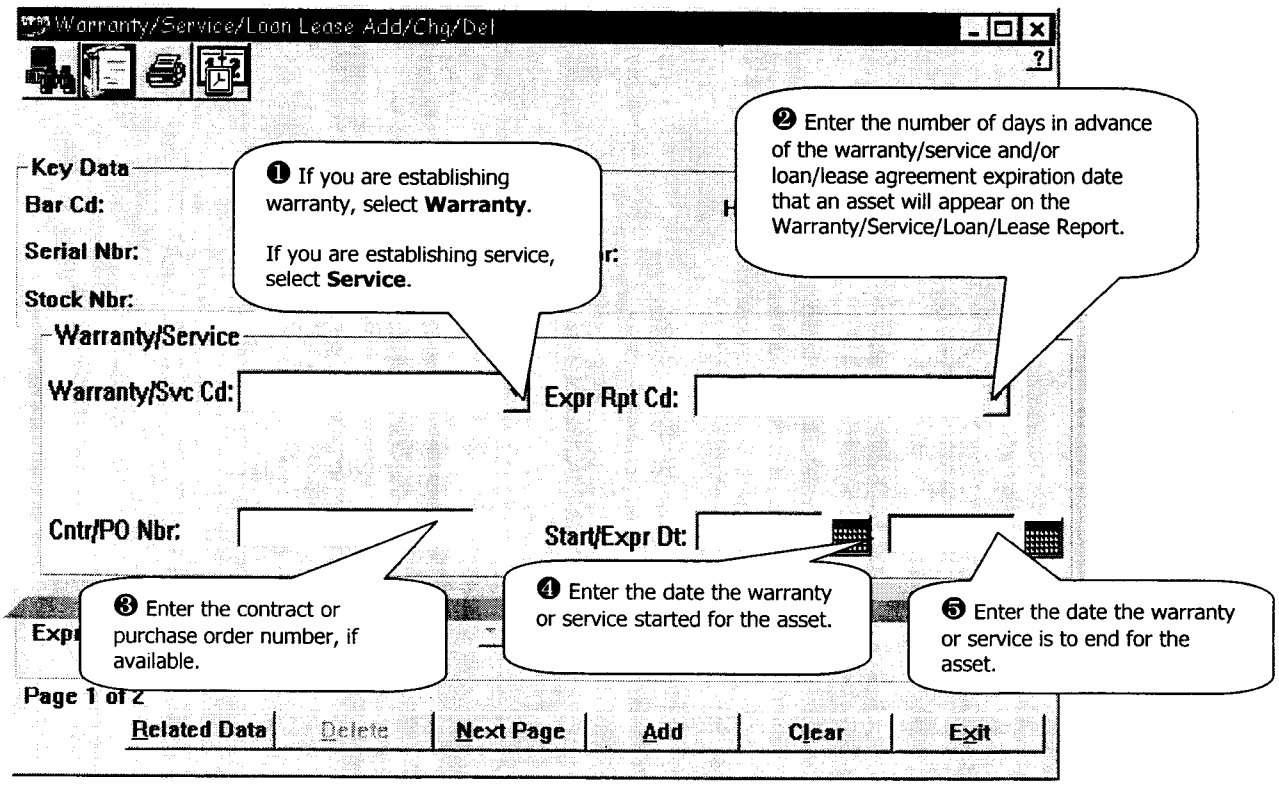


Adding Warranty/Service Information (Cont'd)

STEP 2:



STEP 3:

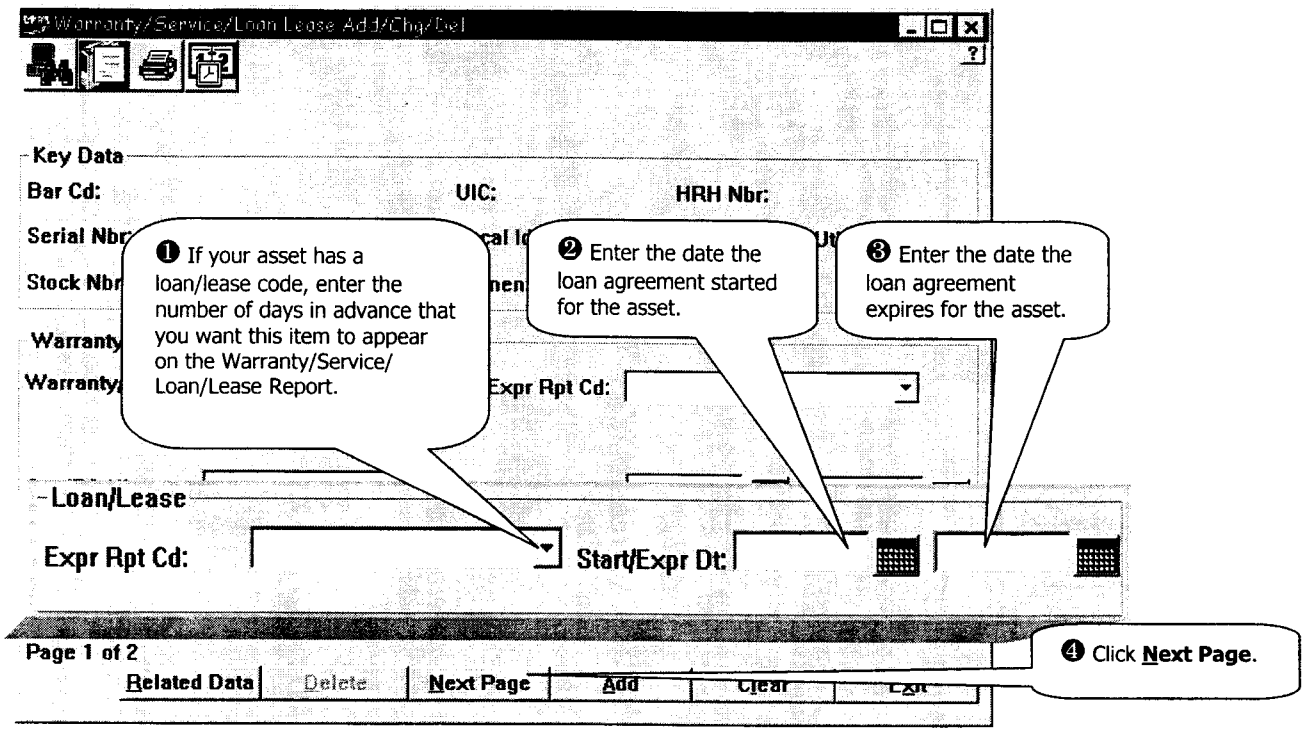


HINT!

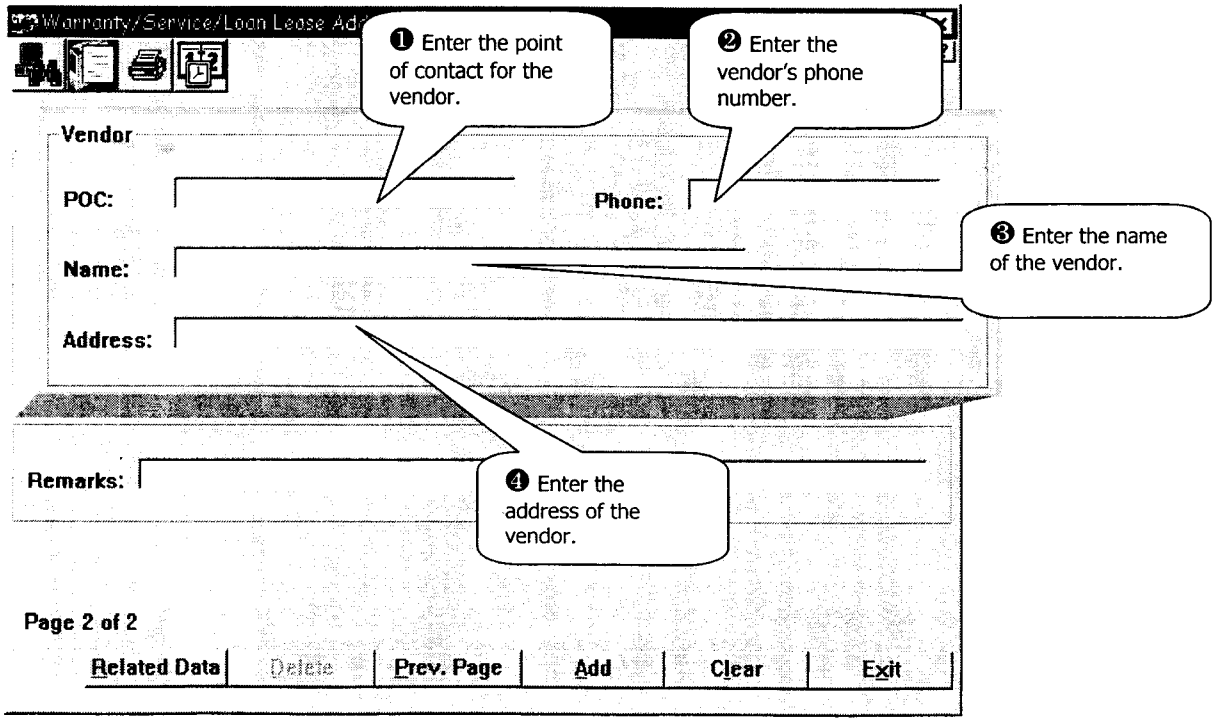
The Utilization Code that was used when the asset was cataloged will determine if you can enter **Warranty Miles** or **Warranty Hours.**

Adding Warranty/Service Information (Cont'd)

STEP 4:

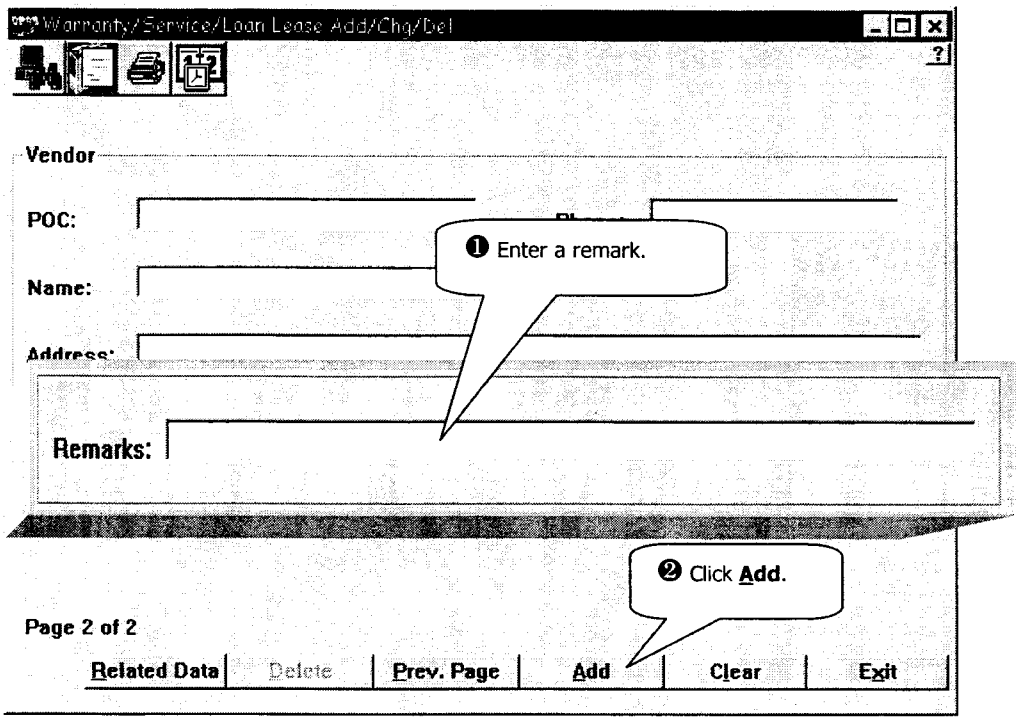


STEP 5:



Adding Warranty/Service Information (Cont'd)

STEP 6:



Generating A Hand Receipt Report

MODULE: Hand Receipt

INTRODUCTION

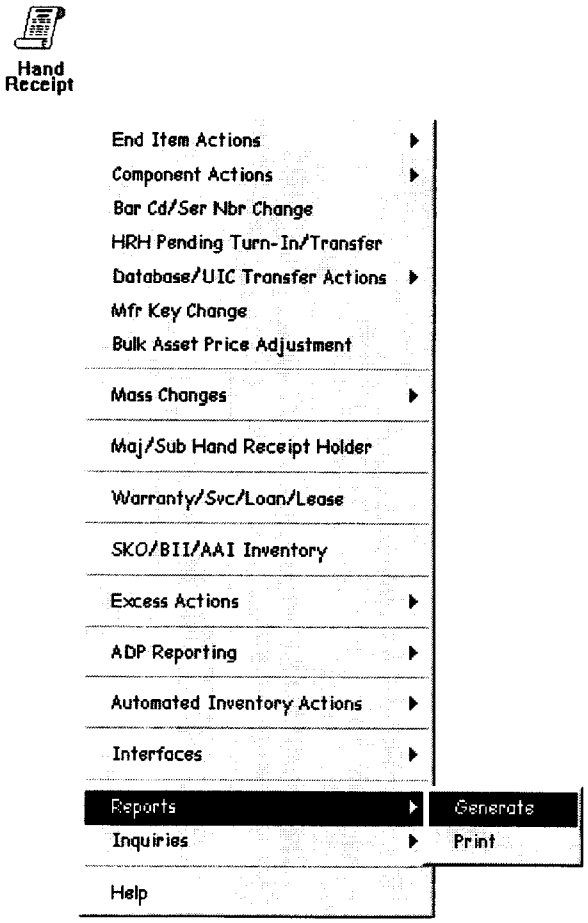
This procedure will show you how to generate your hand receipt.

PREREQUISITES

None

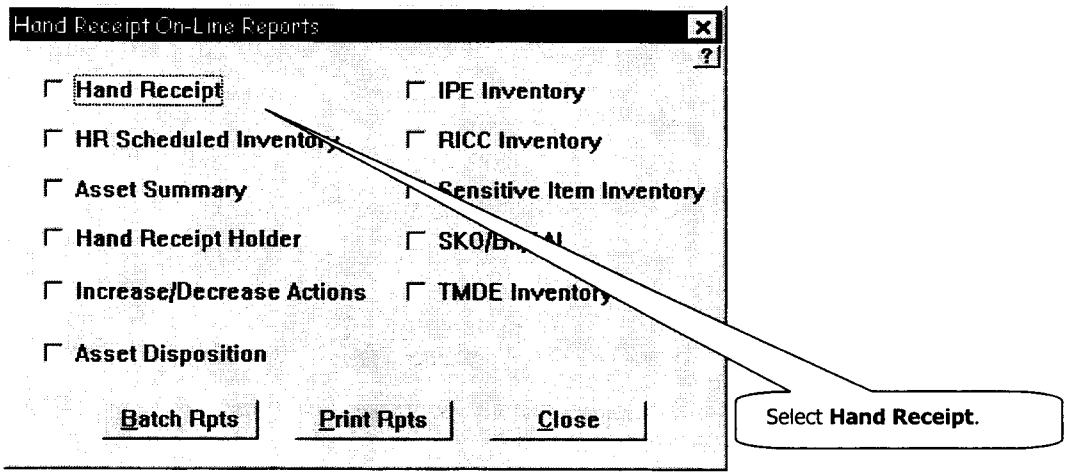
STEPS TO PERFORM ACTION:

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Reports** option from the program group.
3. Select **Generate** from the program list.

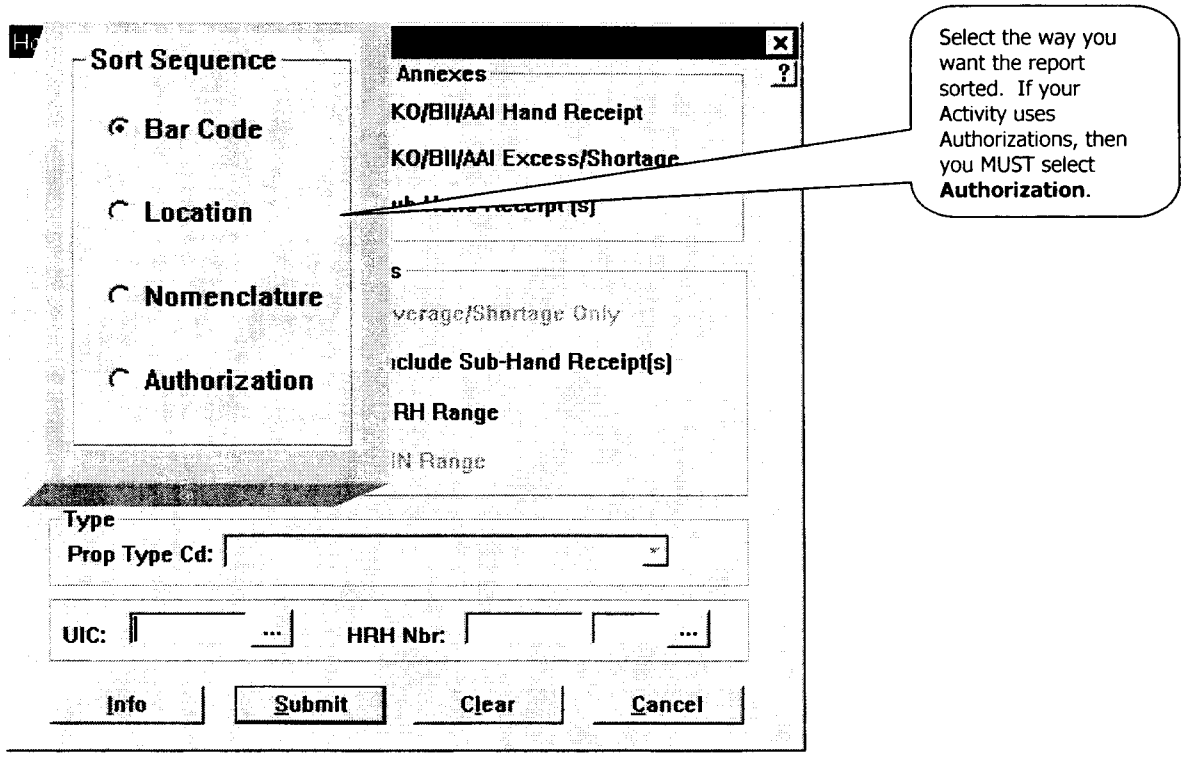


Generating A Hand Receipt Report (Cont'd)

STEP 1:



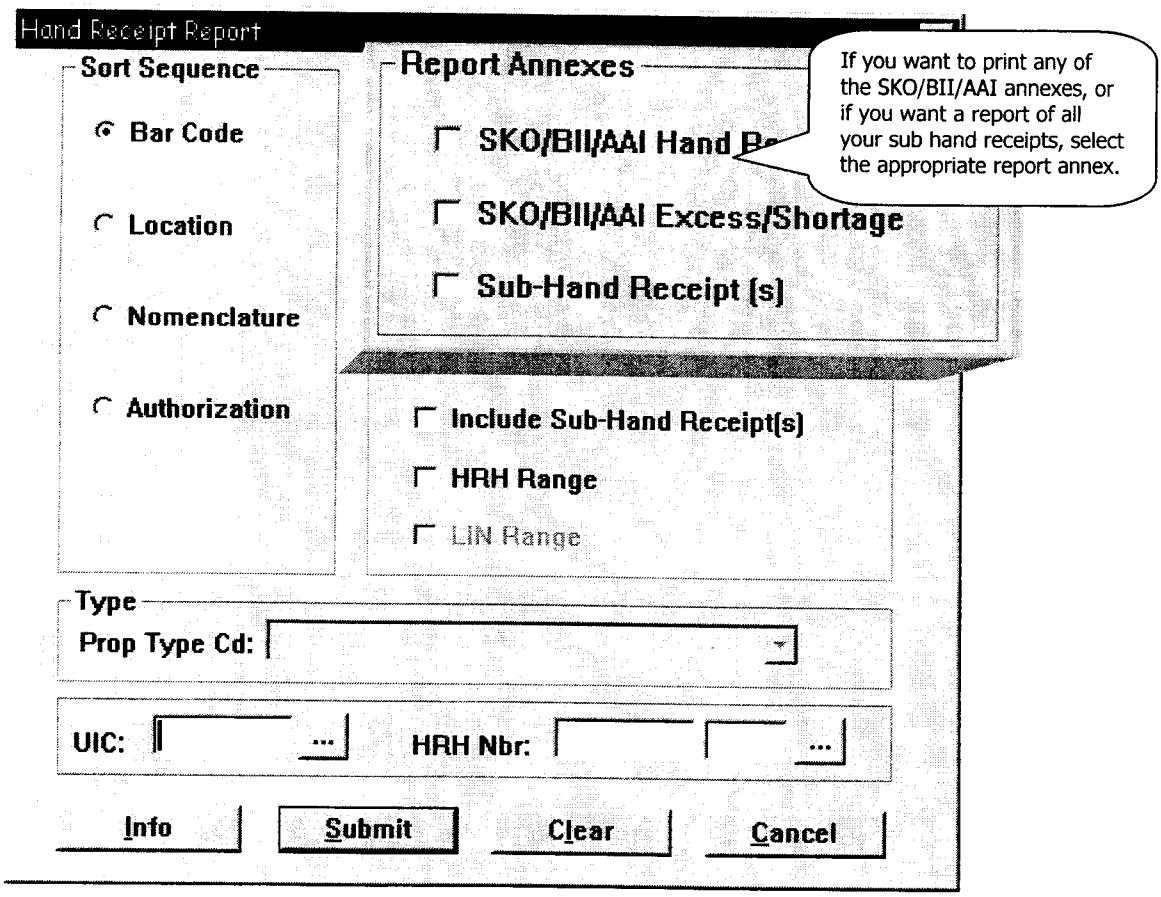
STEP 2:



NOTE:
If Authorizations sort sequence is chosen, a range of LINs and the Property Type Code may be entered.

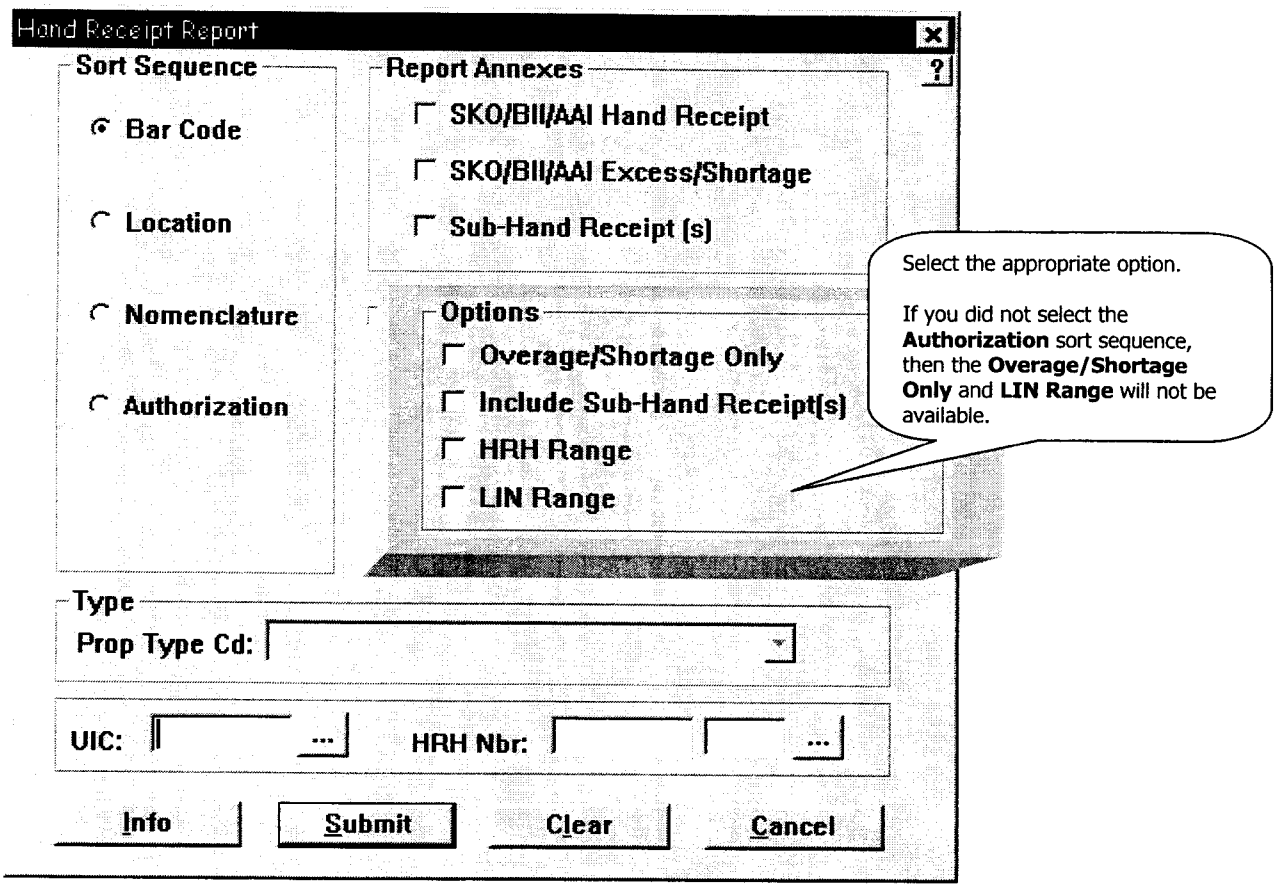
Generating A Hand Receipt Report (Cont'd)

STEP 3:



Generating A Hand Receipt Report (Cont'd)

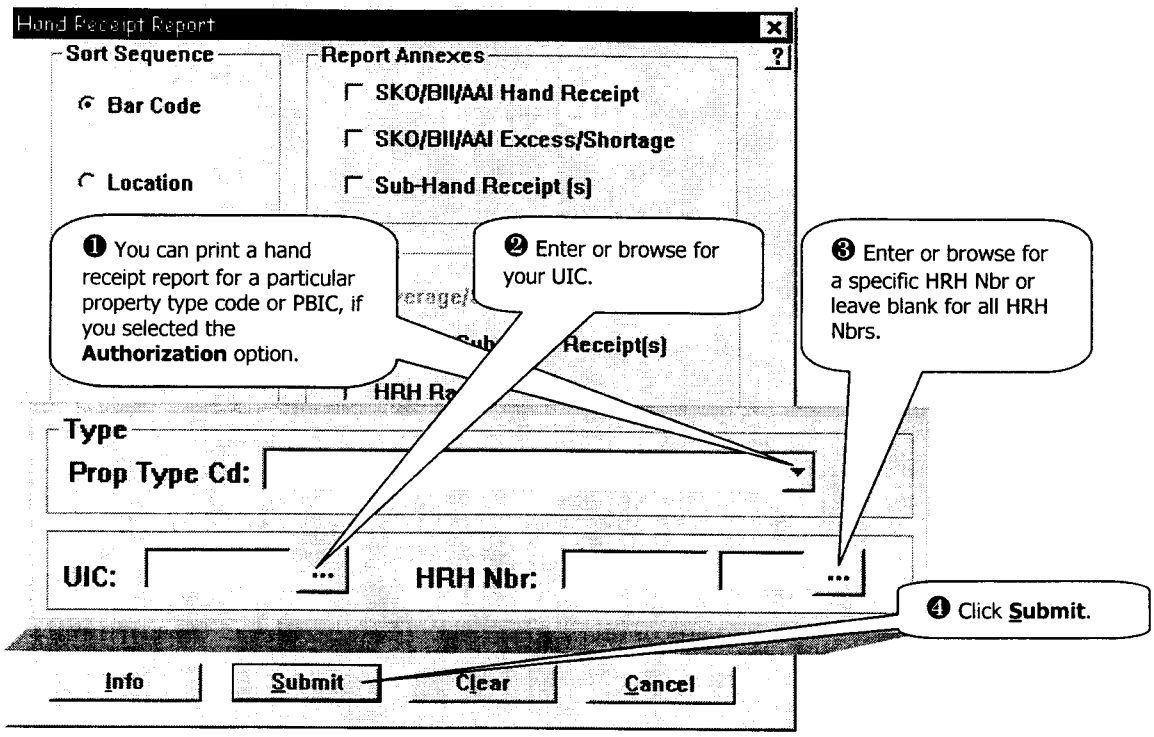
STEP 4:



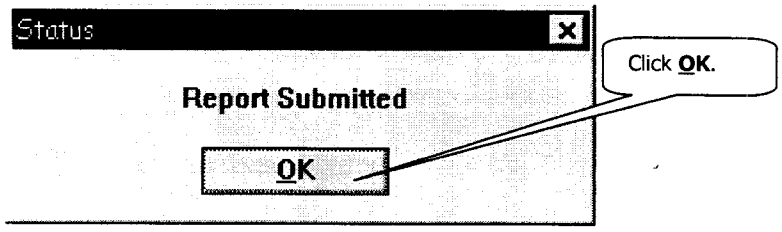
Options
Overage/Shortage Only will show overages and/or shortages. However, if **Authorization** was selected for the sort sequence, then this report is automatically generated.
Include Sub-Hand Receipt(s) to request a Major HRH Nbr with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field would be deactivated when this check box is selected.
HRH Range to request a range of Major HRH Nbrs. If you also want to include Subs, select the 'Include Sub-Hand Receipt(s)' check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered.
LIN Range allows specific pulling of the Authorization Hand Receipt Report by a specified Line Item Number (LIN) range. This range is used primarily for Special/Cyclic inventories.

Generating A Hand Receipt Report (Cont'd)

STEP 5:



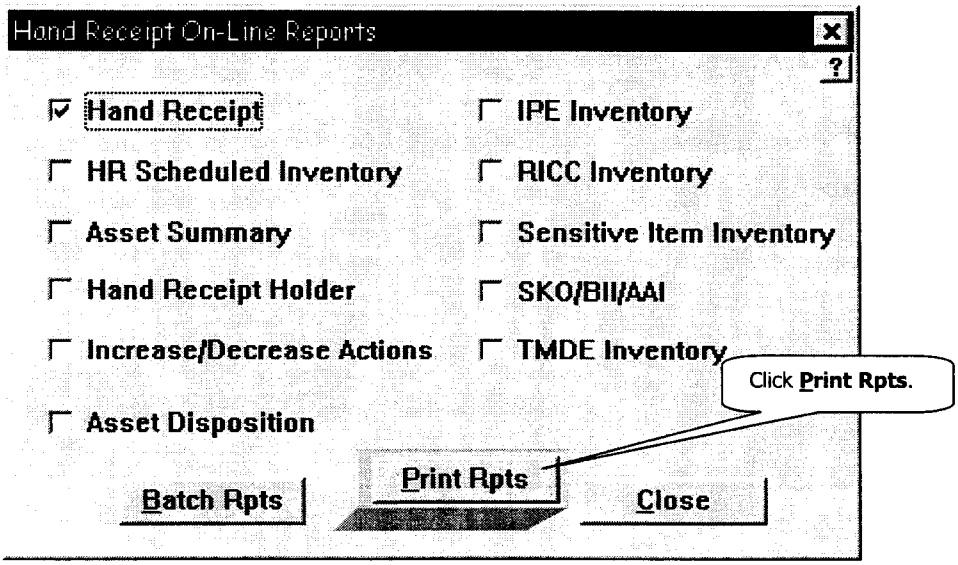
The following dialog box is displayed:



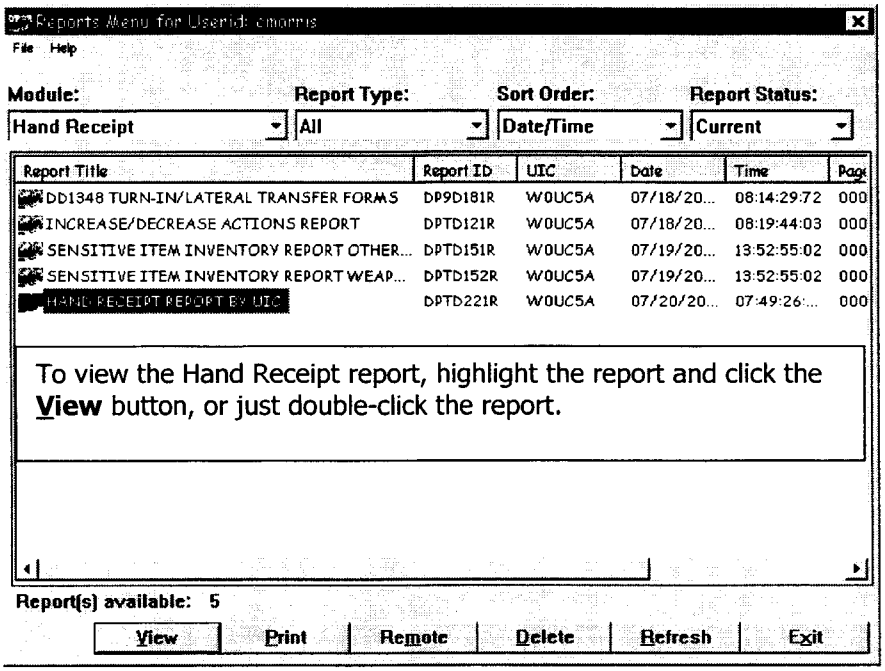
You can now print or view your Hand Receipt Report. When you submitted the report, DPAS will return you to the **On-Line Hand Receipt Reports**.

Generating A Hand Receipt Report (Cont'd)

STEP 6:

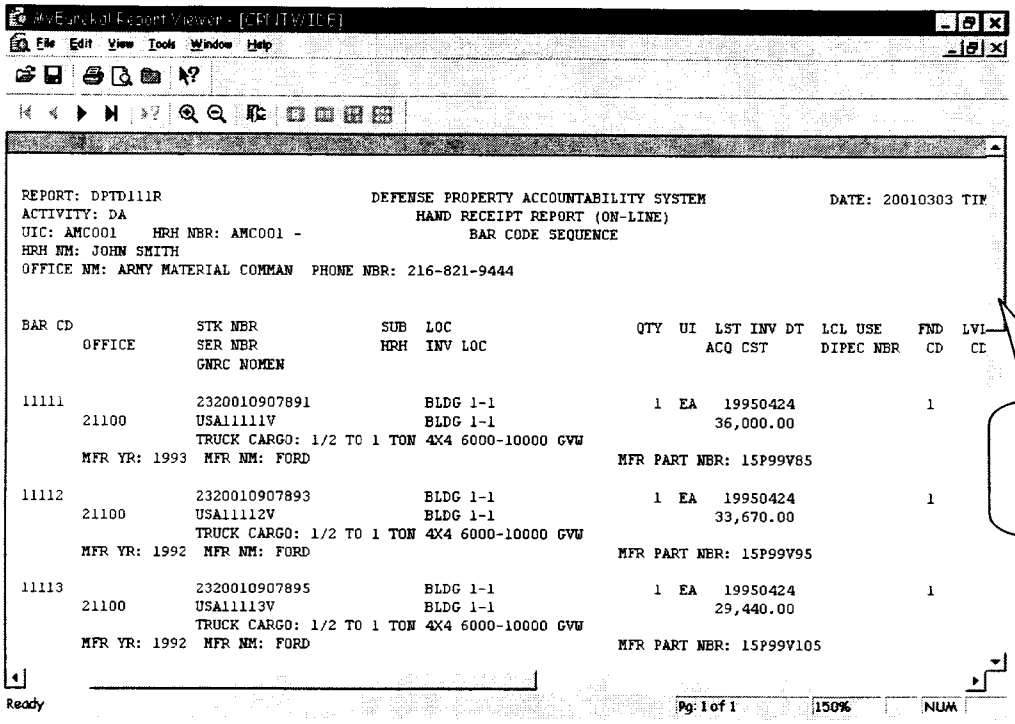


STEP 7:



Generating A Hand Receipt Report (Cont'd)

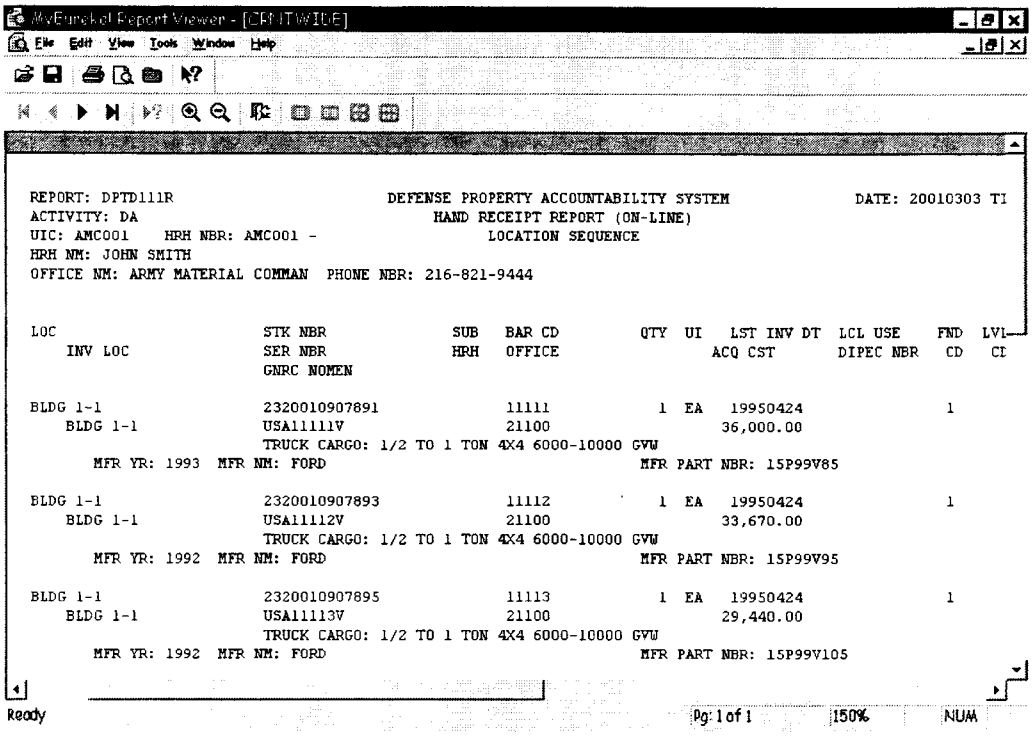
Below is a sample of the **Hand Receipt Report (On Line)** in **Bar Code Sequence** report.



```
REPORT: DPTD111R                    DEFENSE PROPERTY ACCOUNTABILITY SYSTEM          DATE: 20010303 TIM
ACTIVITY: DA                            HAND RECEIPT REPORT (ON-LINE)
UIC: AMC001    HRH NBR: AMC001 -                BAR CODE SEQUENCE
HRH NM: JOHN SMITH
OFFICE NM: ARMY MATERIAL COMMAN  PHONE NBR: 216-821-9444

BAR CD            STK NBR            SUB  LOC                  QTY  UI  LST INV DT  LCL USE    FND  LVL
      OFFICE      SER NBR            HRH  INV LOC                      ACQ CST      DIPEC NBR   CD   CI
                  GNRC NOMEN

11111             2320010907891           BLDG 1-1               1  EA   19950424              1
      21100       USA11111V               BLDG 1-1                        36,000.00
                  TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
      MFR YR: 1993  MFR NM: FORD                              MFR PART NBR: 15P99V85

11112             2320010907893           BLDG 1-1               1  EA   19950424              1
      21100       USA11112V               BLDG 1-1                        33,670.00
                  TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
      MFR YR: 1992  MFR NM: FORD                              MFR PART NBR: 15P99V95

11113             2320010907895           BLDG 1-1               1  EA   19950424              1
      21100       USA11113V               BLDG 1-1                        29,440.00
                  TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
      MFR YR: 1992  MFR NM: FORD                              MFR PART NBR: 15P99V105
```

Use the scroll bars to scroll up, down, left, or right.

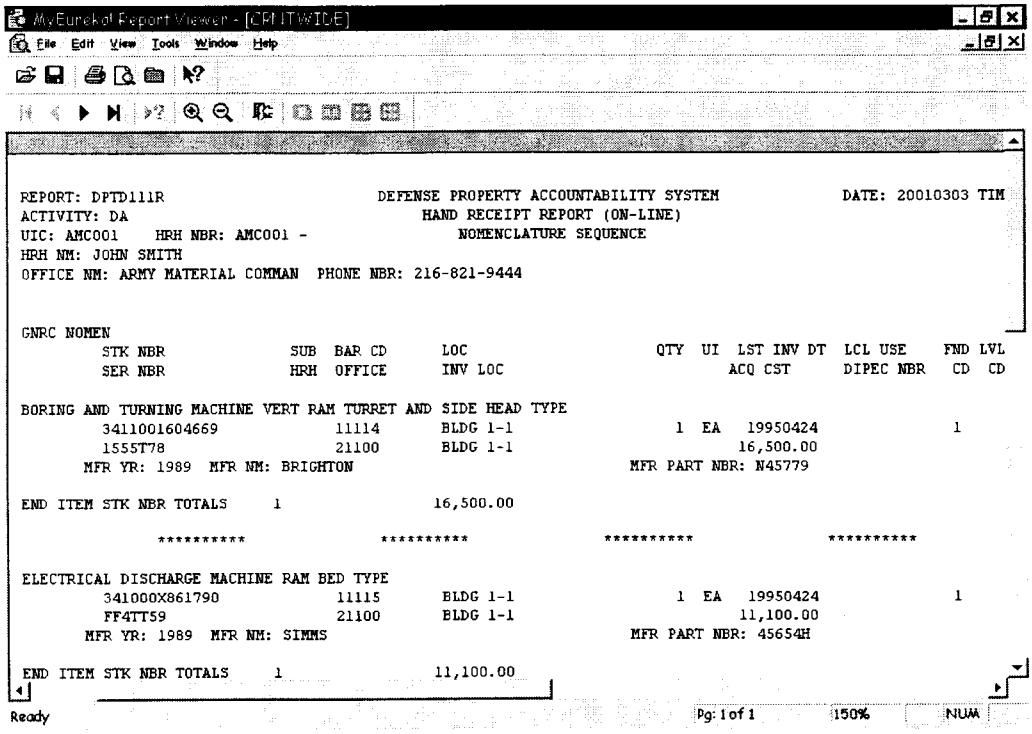
Below is a sample of the **Hand Receipt Report (On Line)** in **Location Sequence** report.



```
REPORT: DPTD111R                    DEFENSE PROPERTY ACCOUNTABILITY SYSTEM          DATE: 20010303 TI
ACTIVITY: DA                            HAND RECEIPT REPORT (ON-LINE)
UIC: AMC001    HRH NBR: AMC001 -                LOCATION SEQUENCE
HRH NM: JOHN SMITH
OFFICE NM: ARMY MATERIAL COMMAN  PHONE NBR: 216-821-9444

LOC                   STK NBR            SUB   BAR CD          QTY  UI   LST INV DT  LCL USE    FND  LVL
    INV LOC           SER NBR            HRH   OFFICE                 ACQ CST      DIPEC NBR   CD   CI
                      GNRC NOMEN

BLDG 1-1              2320010907891           11111             1  EA   19950424              1
    BLDG 1-1          USA11111V               21100                   36,000.00
                      TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
       MFR YR: 1993  MFR NM: FORD                                MFR PART NBR: 15P99V85

BLDG 1-1              2320010907893           11112             1  EA   19950424              1
    BLDG 1-1          USA11112V               21100                   33,670.00
                      TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
       MFR YR: 1992  MFR NM: FORD                                MFR PART NBR: 15P99V95

BLDG 1-1              2320010907895           11113             1  EA   19950424              1
    BLDG 1-1          USA11113V               21100                   29,440.00
                      TRUCK CARGO: 1/2 TO 1 TON 4X4 6000-10000 GVW
       MFR YR: 1992  MFR NM: FORD                                MFR PART NBR: 15P99V105
```

Generating A Hand Receipt Report (Cont'd)

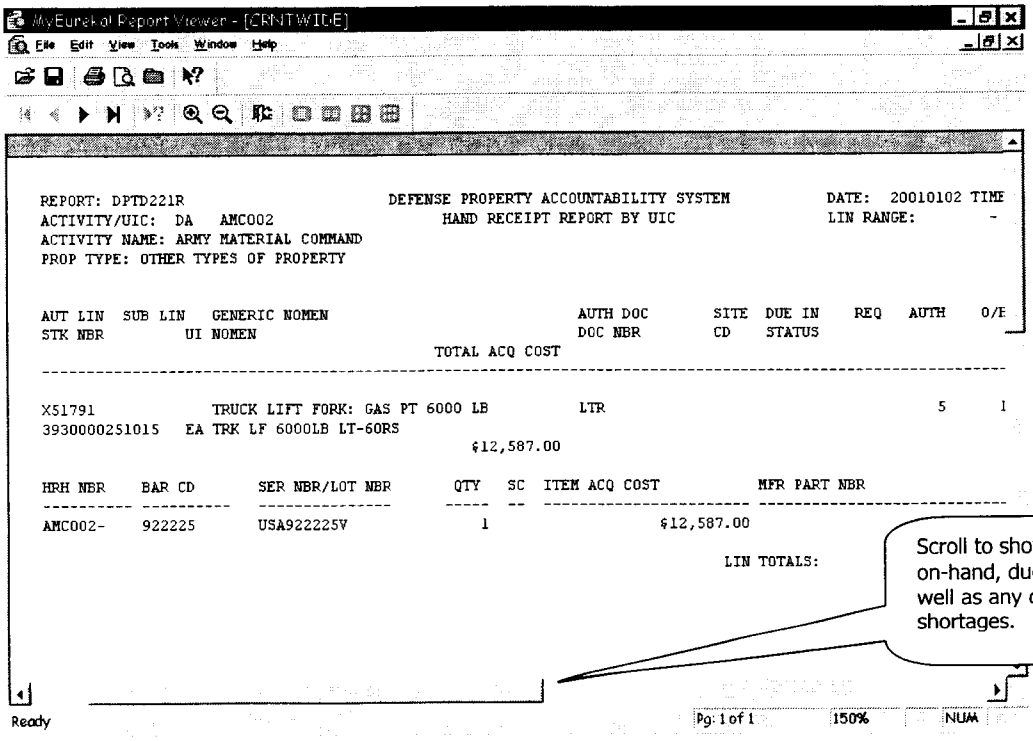
Below is a sample of the **Hand Receipt Report (On Line)** in **Nomenclature Sequence** report.



```
REPORT: DPTD111R                    DEFENSE PROPERTY ACCOUNTABILITY SYSTEM          DATE: 20010303 TIM
ACTIVITY: DA                             HAND RECEIPT REPORT (ON-LINE)
UIC: AMC001    HRH NBR: AMC001 -            NOMENCLATURE SEQUENCE
HRH NM: JOHN SMITH
OFFICE NM: ARMY MATERIAL COMMAN  PHONE NBR: 216-821-9444

GNRC NOMEN
        STK NBR            SUB  BAR CD      LOC                  QTY  UI  LST INV DT  LCL USE    FND LVL
        SER NBR            HRH  OFFICE      INV LOC                    ACQ CST       DIPEC NBR   CD  CD

BORING AND TURNING MACHINE VERT RAM TURRET AND SIDE HEAD TYPE
        3411001604669           11114       BLDG 1-1              1  EA   19950424              1
        1555T78                 21100       BLDG 1-1                       16,500.00
      MFR YR: 1989  MFR NM: BRIGHTON                          MFR PART NBR: N45779

END ITEM STK NBR TOTALS     1                16,500.00

              **********              **********            **********            **********

ELECTRICAL DISCHARGE MACHINE RAM BED TYPE
        341000X861790           11115       BLDG 1-1              1  EA   19950424              1
        FF4TT59                 21100       BLDG 1-1                       11,100.00
      MFR YR: 1989  MFR NM: SIMMS                              MFR PART NBR: 45654H

END ITEM STK NBR TOTALS     1                11,100.00
```

Ready Pg: 1 of 1 150% NUM

Below is a sample of the **Hand Receipt Report by UIC** in **Authorization Sequence** report.

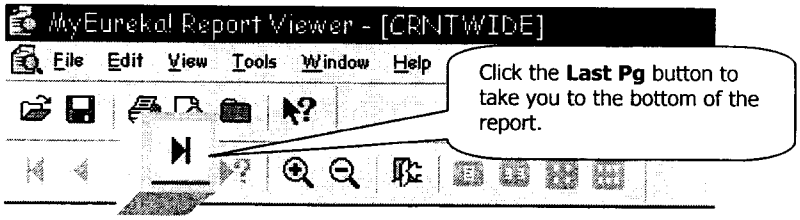


```
REPORT: DPTD221R                    DEFENSE PROPERTY ACCOUNTABILITY SYSTEM          DATE:  20010102 TIME
ACTIVITY/UIC:  DA   AMC002               HAND RECEIPT REPORT BY UIC                 LIN RANGE:        -
ACTIVITY NAME: ARMY MATERIAL COMMAND
PROP TYPE: OTHER TYPES OF PROPERTY

AUT LIN  SUB LIN   GENERIC NOMEN                          AUTH DOC      SITE  DUE IN    REQ   AUTH    O/E
STK NBR          UI NOMEN                                DOC NBR       CD    STATUS
                                        TOTAL ACQ COST
-------------------------------------------------------------------------------------------------------

X51791             TRUCK LIFT FORK: GAS PT 6000 LB       LTR                                  5     1
3930000251015   EA TRK LF 6000LB LT-60RS
                                          $12,587.00

HRH NBR    BAR CD       SER NBR/LOT NBR      QTY   SC  ITEM ACQ COST          MFR PART NBR
---------- ----------   ---------------      -----  --  ----------------------  ----------------------
AMC002-    922225       USA922225V             1              $12,587.00

                                                                LIN TOTALS:
```

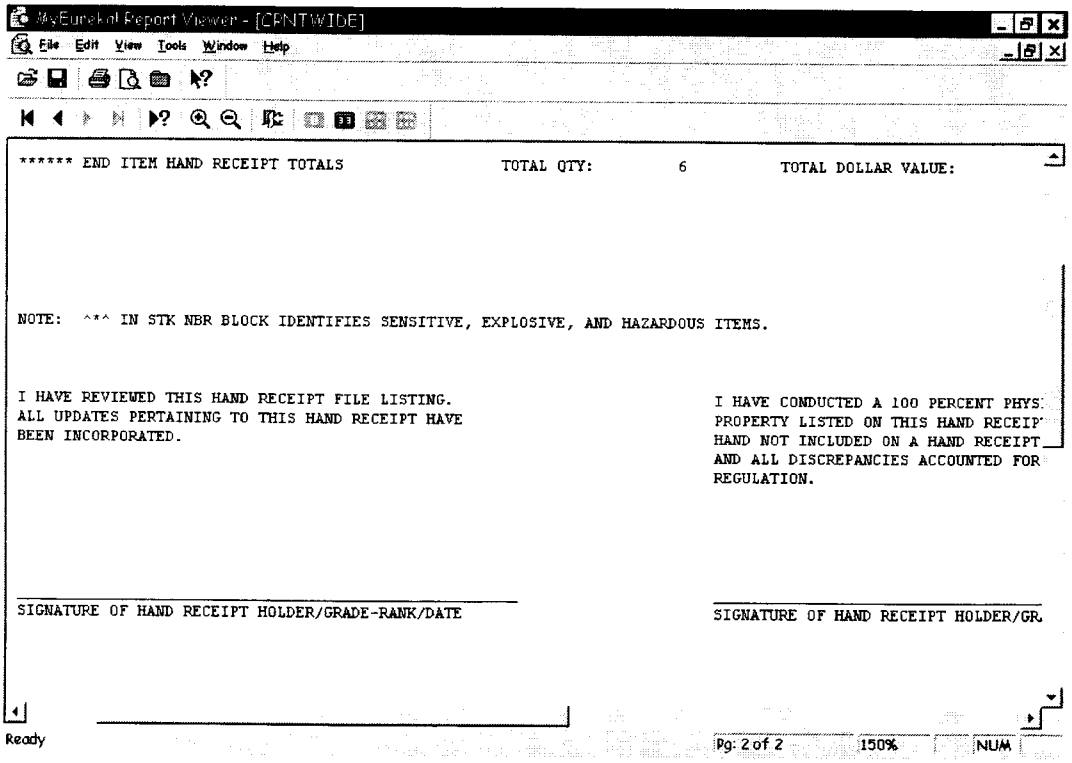
Scroll to show the authorized, on-hand, due-in quantities as well as any overages and shortages.

Ready Pg: 1 of 1 150% NUM

Generating A Hand Receipt Report (Cont'd)



Note that signature lines are included on the last page.



Introduction To Excessing

The Excess process allows the user to designate that an asset is not needed and will be turned in to the appropriate location, such as DRMO. This process is optional for all assets except ADP Equipment. When the asset is marked as Excess it is placed on a Central Table that all DPAS users can view. This does not override any regulations a user's Agency/Service has for the process of redistributing assets, such as within the Major Command, the Service and the DoD.

If the asset is ADP, the user is required to receive Disposition from DISA (DITMS) prior to removing the asset from the Property Book. The process allows the user to identify the condition and serviceability of the asset. This is especially critical if the asset is to be considered for School Donation.

Excessing An Asset

MODULE: Hand Receipt

INTRODUCTION

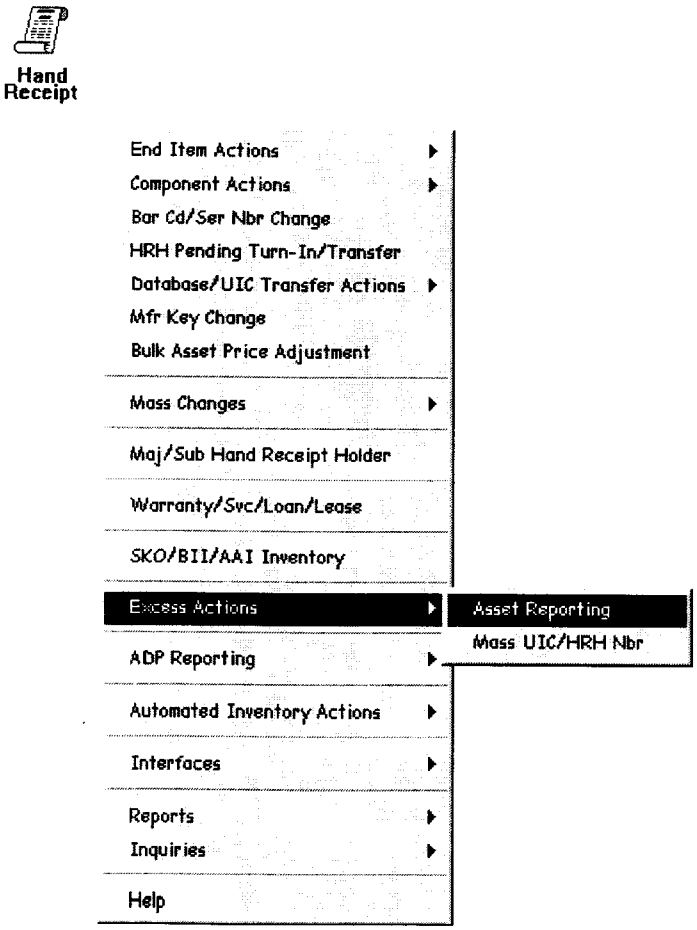
This process will show you how to turn an item in (for example, to DRMO). However, it is not mandatory that you identify your assets as excess using DPAS.

PREREQUISITES

If the item is ADP, you will need to wait for disposition from DISA prior to deleting the item from your Property Book/Inventory.

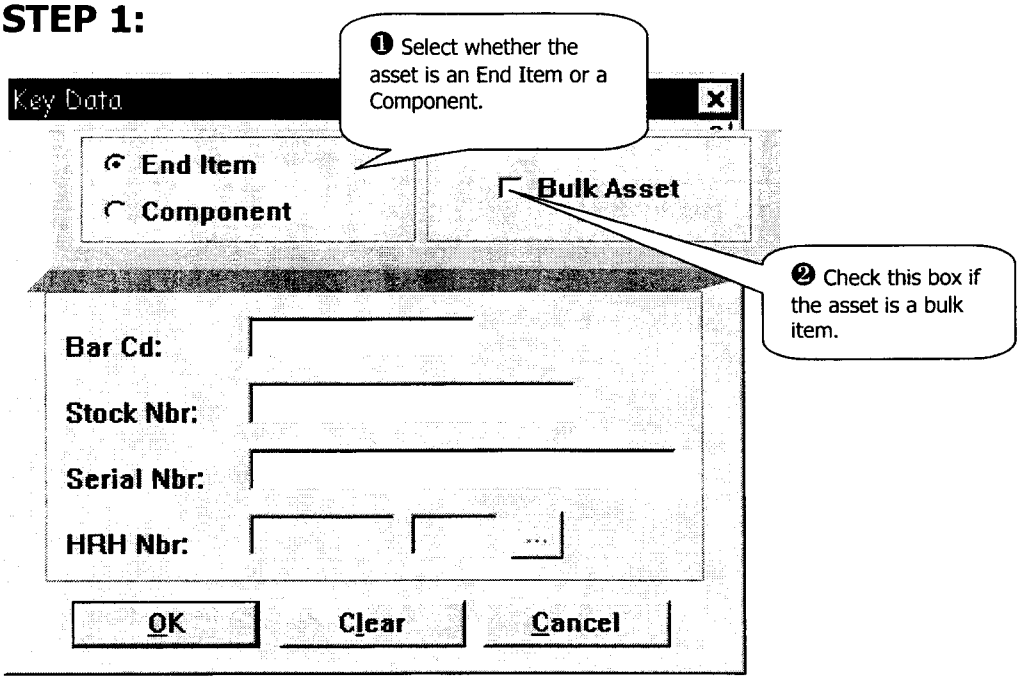
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select the **Excess Actions** from the program group.
3. Select **Asset Reporting** from the program list.

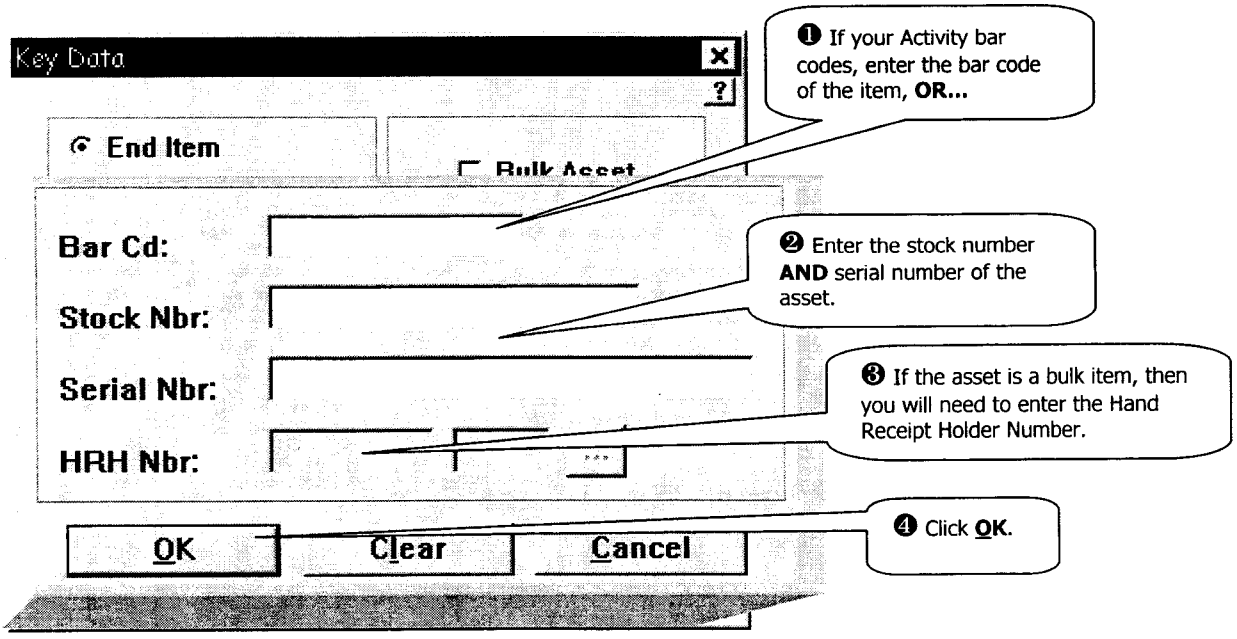


Excessing An Asset (Cont'd)

STEP 1:

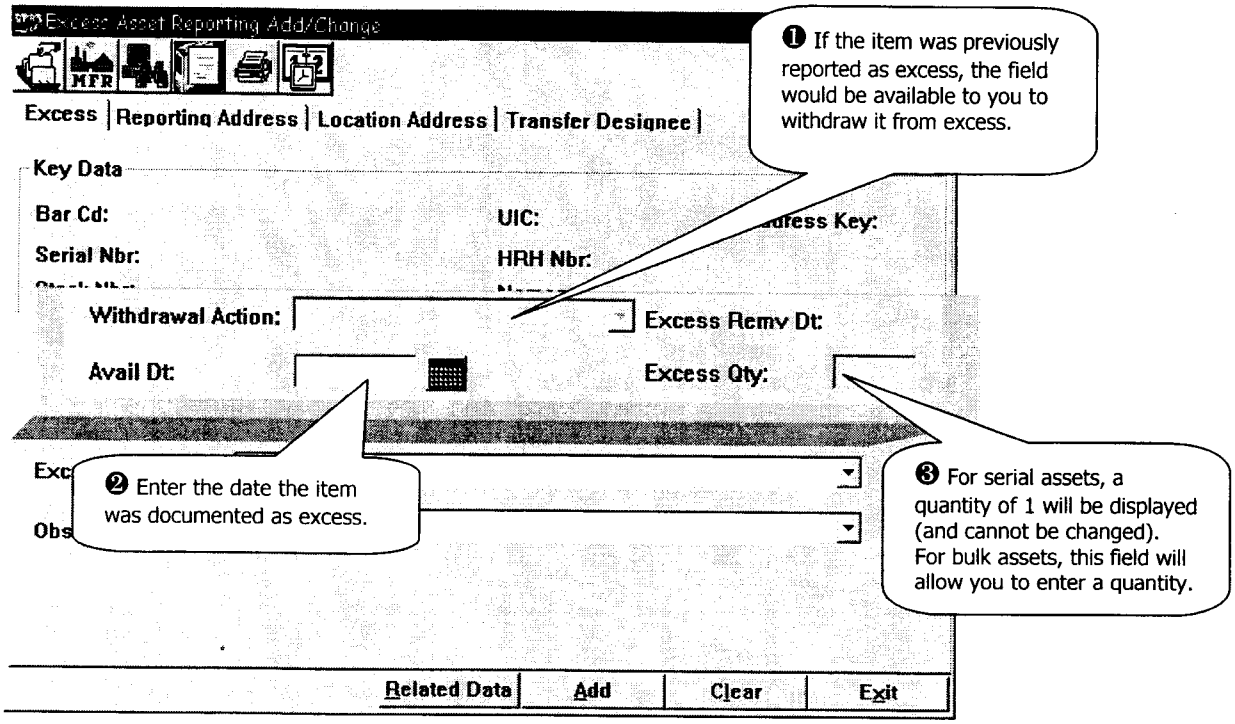


STEP 2:



Excessing An Asset (Cont'd)

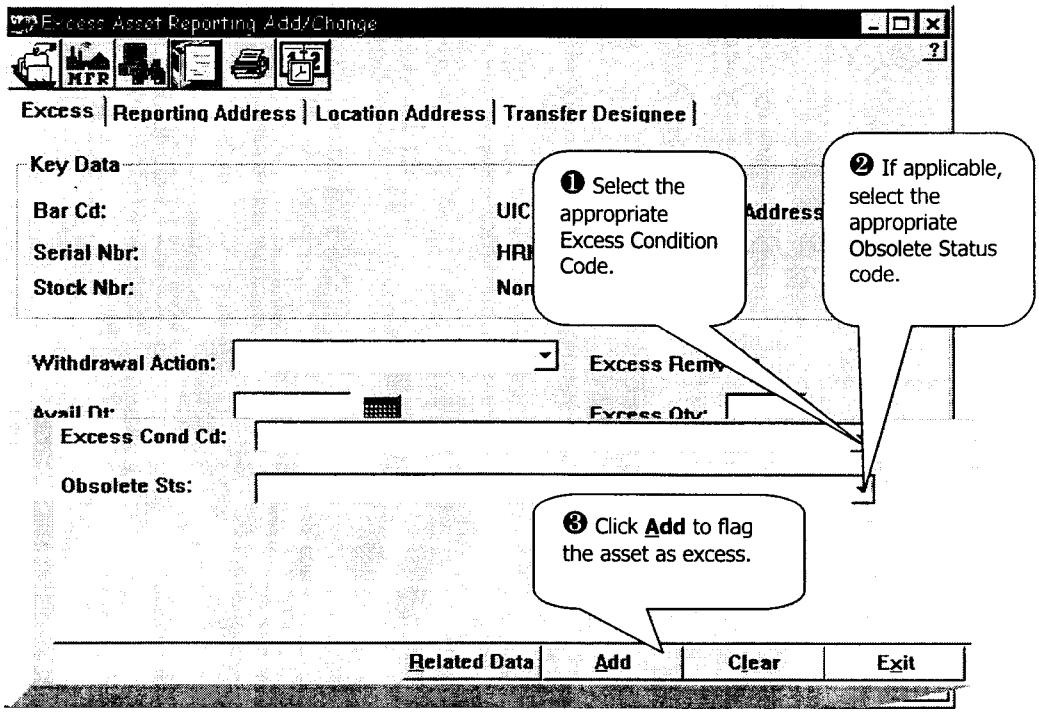
STEP 3:



Withdrawal Codes
D- School Disposition Req
R- School Reassignment
W- Excess Asset

Excessing An Asset (Cont'd)

STEP 4:



Excess Condition Codes (ADP)	Excess Condition Codes (Non-ADP)	Obsolete Status Codes
A1 - new and excellent condition. A4 - new, used, or repaired and in good working condition. A5 - new, used, or repaired and in fair working condition. A6 - new, used, or repaired and in poor working condition. E7 - limited expense/effort to repair, unit in good condition. E8 - limited expense/effort to repair, unit in fair condition. E9 - limited expense/effort to repair, unit in poor condition. G8 - Incomplete units or parts for building/maintaining other units. HS - Units determined to have no value except for basic materiel HX - units determined to be economically impractical to repair.	A - Serviceable (without qualification). B - Serviceable (with qualification). C - Serviceable (priority issue). D - Serviceable (test/modification). E - Unserviceable (limited restoration). F - Unserviceable (repairable). G - Unserviceable (incomplete). H - Unserviceable (condemned). J - Suspended (in stock). K - Suspended (returns). L - Suspended (litigation).	P - Obsolete C - Cannibalize W - Withdrawal Excess Record
	Click on the pick list to display additional codes.	

Excessing An Asset (Cont'd)

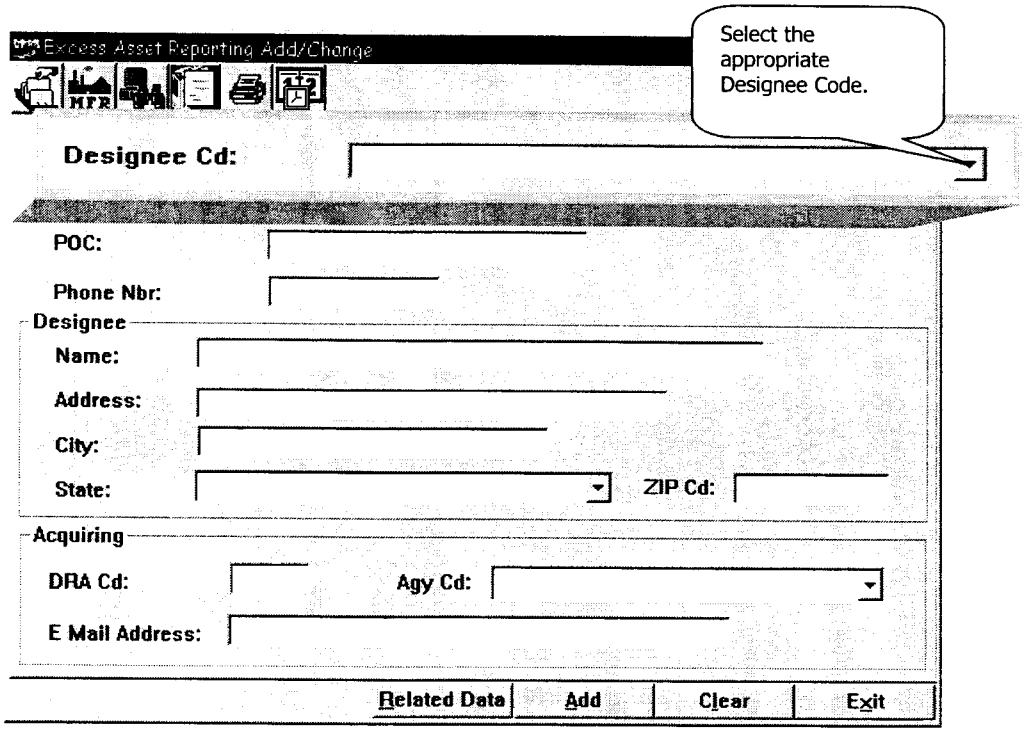
Click on | **Reporting Address** | to display the Address for the Reporting Activity. If you need to change anything on this screen, you can do so at this time.

Click on | **Location Address** | to display the Location of the Reporting Activity. If you need to change anything on this screen, you can do so at this time.

Click on | **School Donation** | if you plan to donate this asset to a school.

If you are donating the item to a school:

STEP 5:

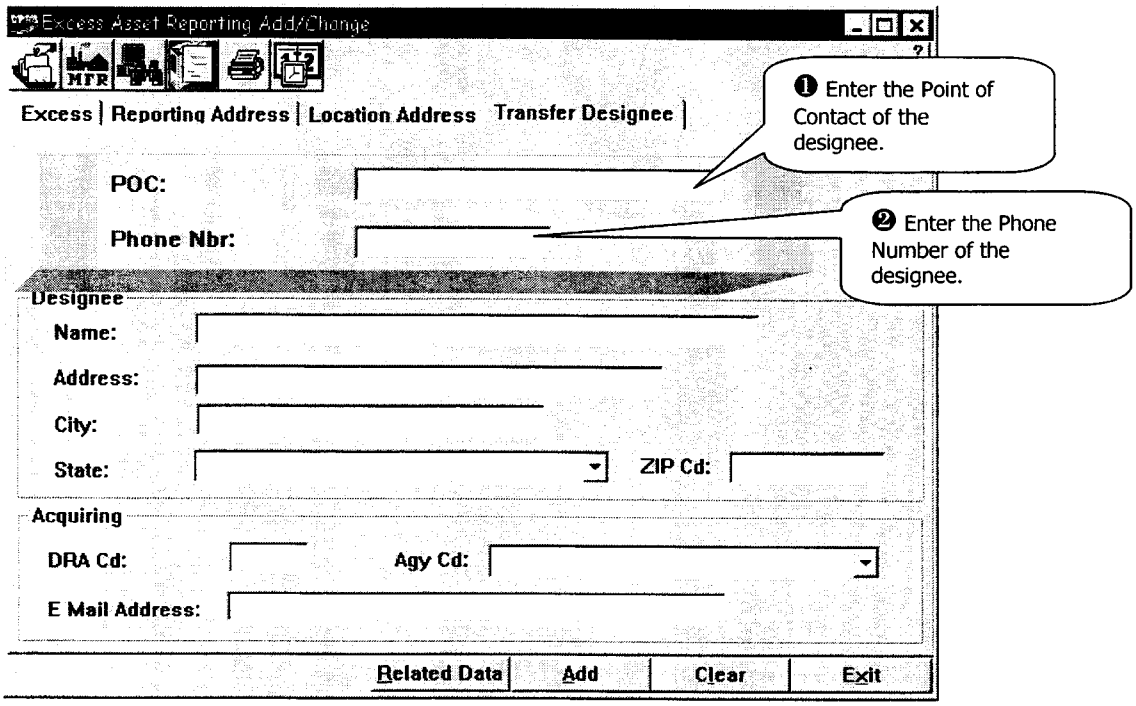


Designee Codes
S - One thru twelfth
H - Historical black college university
M - Minority institute
N - Non-profit

Excessing An Asset (Cont'd)

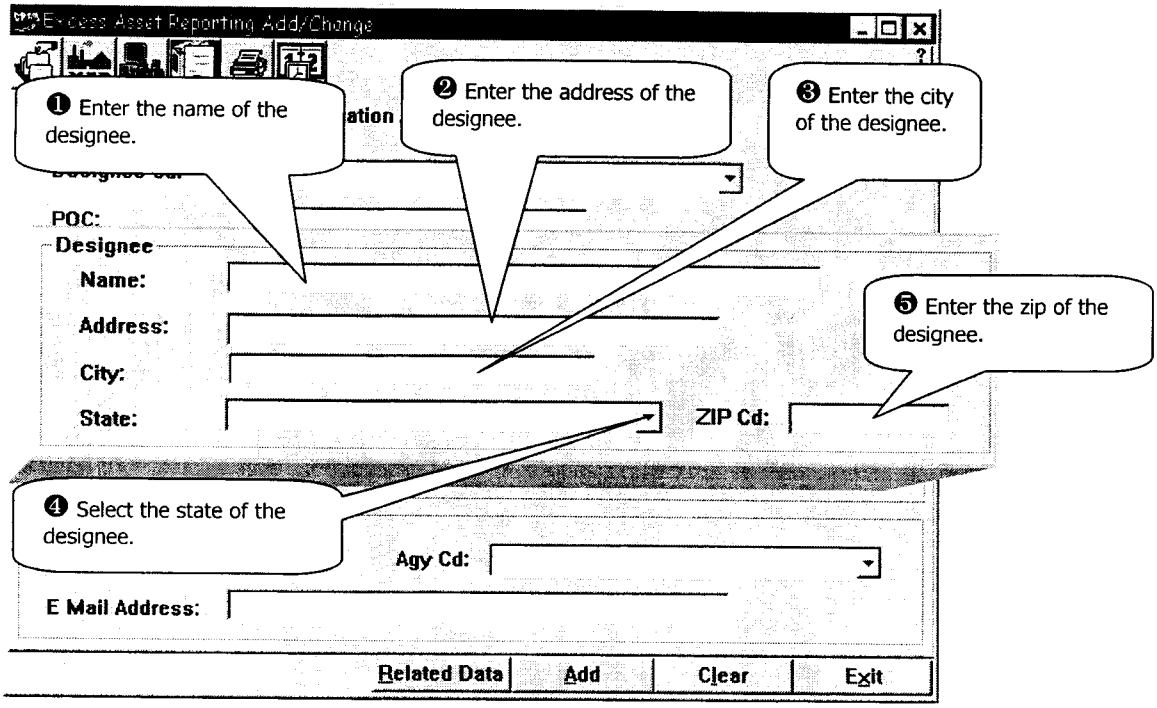
Once you select a School, the remaining fields on the screen will be available.

STEP 6:

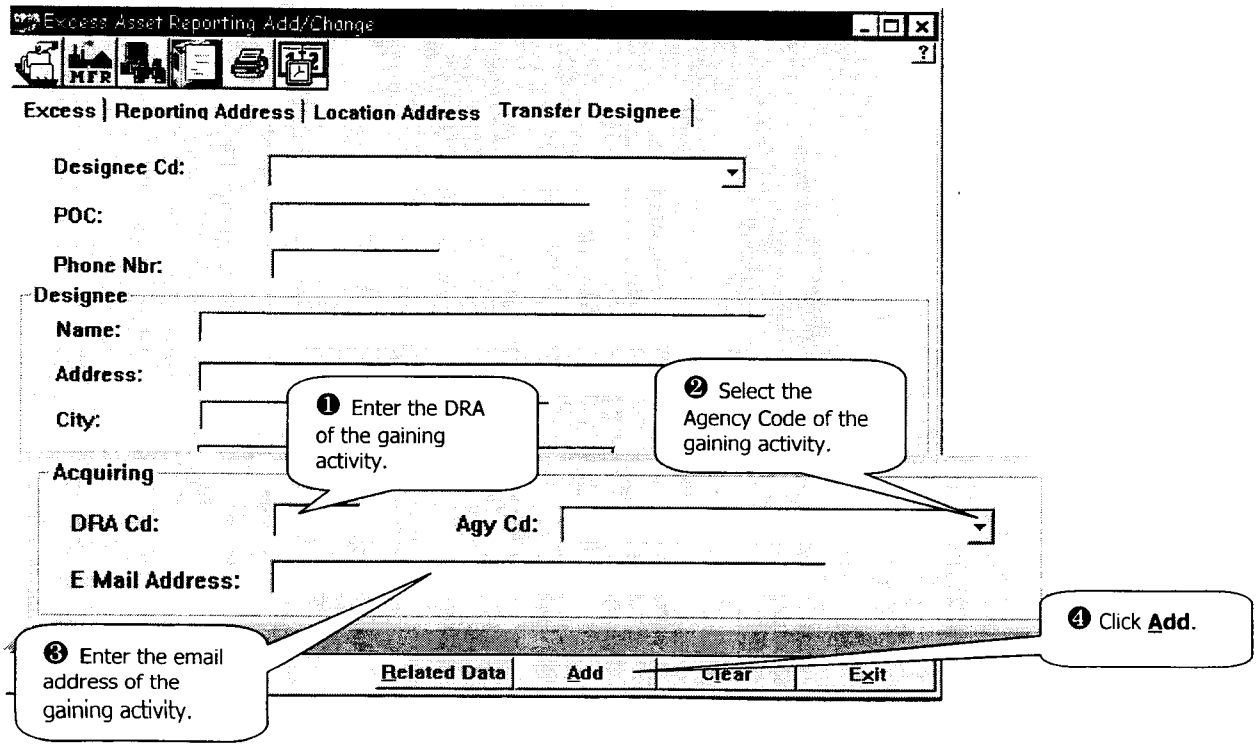


Excessing An Asset (Cont'd)

STEP 7:



STEP 8:



Excessing An Asset (Cont'd)

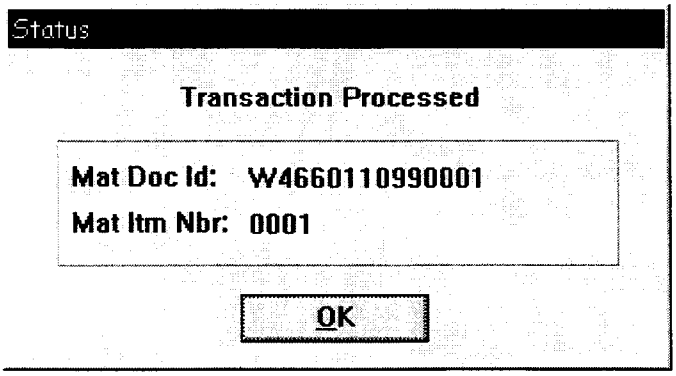
NOTE:

When the transaction is processed, DPAS assigns a Material Document Identifier Code and a Material Item Number. These codes are used as identifiers for items being reported as excess to DISA.

The Material Document Identifier Code is used to obtain status of excessed ADP equipment and appears on the DISA disposition document.

The Material Item Number appears on DISA disposition document.

Below is an example of this screen:



Introduction To Turn-Ins

To dispose of an asset, a Turn-In document must be processed. The user has the option to enter the Document Number manually or have the system generate the next available number. The user has the ability to divide the Document Register into 'Blocks'. The 'blocks' must be established in the Utilities Module before the Document Register can be used. The 'blocks' are used to divide the Document Numbers into groups, such as Expendables, Non-Expendables, ADP, Ammunition or Turn-Ins.

The Destination Id allows the user to track who/where the asset was turned in to, while the Transfer Code allows the user to track the reason for the turn-in. These two fields are user defined values that are developed in the Utilities Module > Master Table Maintenance.

This process can also be used to Document the Turn-In of a Non-Property Book asset. This could be anything from scrap metal to ADP components, such as Hard Drives. If the assets are ADP, be sure to enter the serial numbers in the Additional Data field if they are to print on the DD 1348-1A.

Once the Document is processed the user has the option to use the Jump Buttons on the Key Data screen. If there are multiple assets to be Turned In then the Detail Jump Button can be used to go to the process for identifying the specific Bar Codes/Stock Number Serial Numbers. If the user wants to immediately remove the Asset from the Property Book, the EI Decrease Jump Button can be used. These Jump Buttons take the previously entered data with them so it decreases the amount of information that needs to be re-entered on the next screen.

Once this process is completed the user can produce either a DD 1348, DA 3161, or a DA 2765 form.

Obtaining A Turn-In Document Number

MODULE: Document Register

If your Activity does not use the Document Register, proceed to page P1-112, **Removing An Asset From The Property Book.**

INTRODUCTION

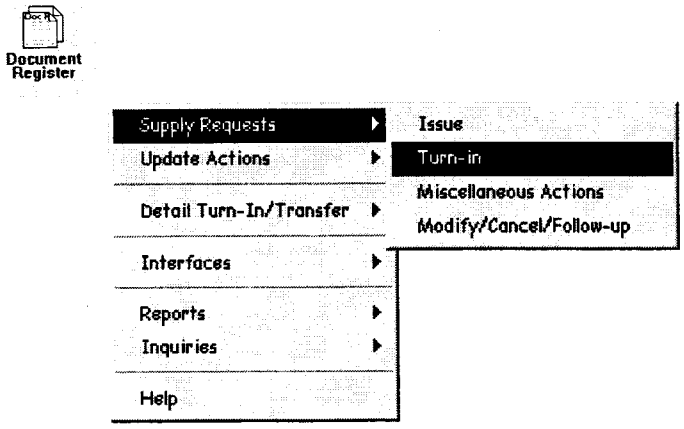
This process will show you how to obtain a Turn-In document number to turn an item in (for example, to DRMO).

PREREQUISITES

None

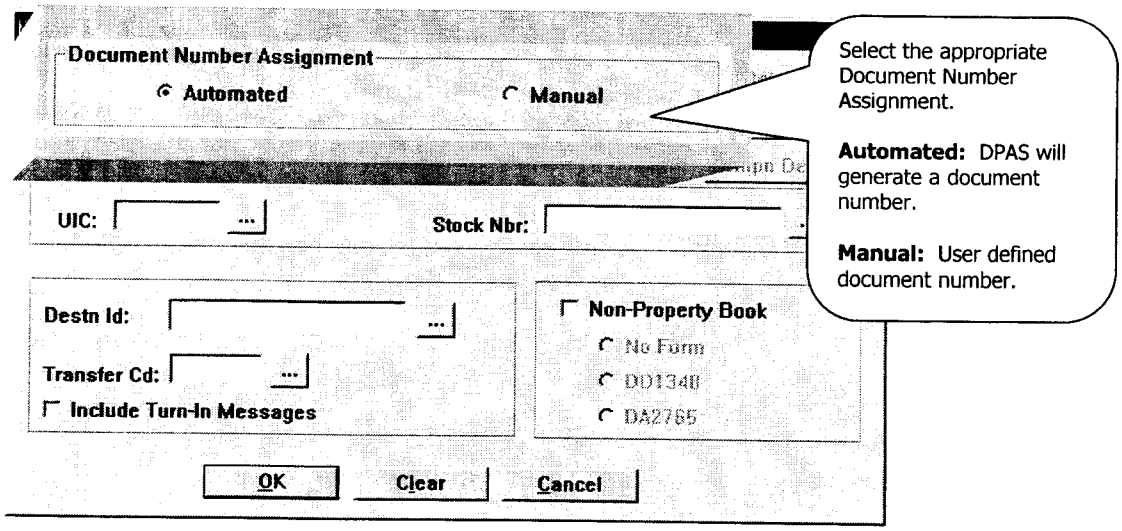
STEPS TO PERFORM ACTION:

1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Supply Requests** from the program group.
3. Select **Turn-In** from the program list.

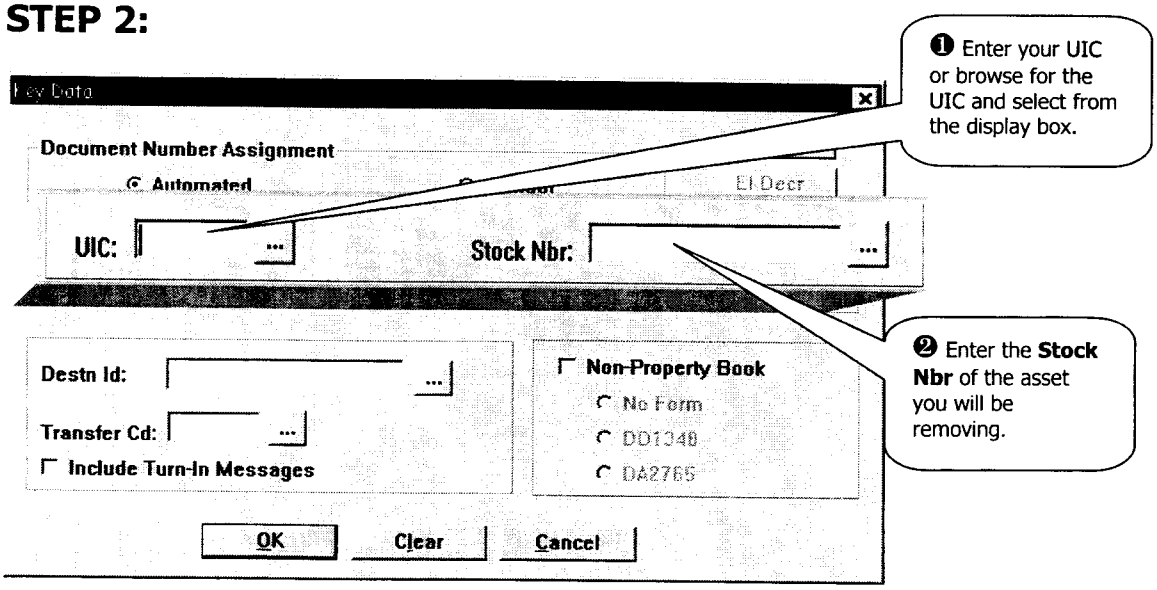


Obtaining A Turn-In Document Number (Cont'd)

STEP 1:



STEP 2:

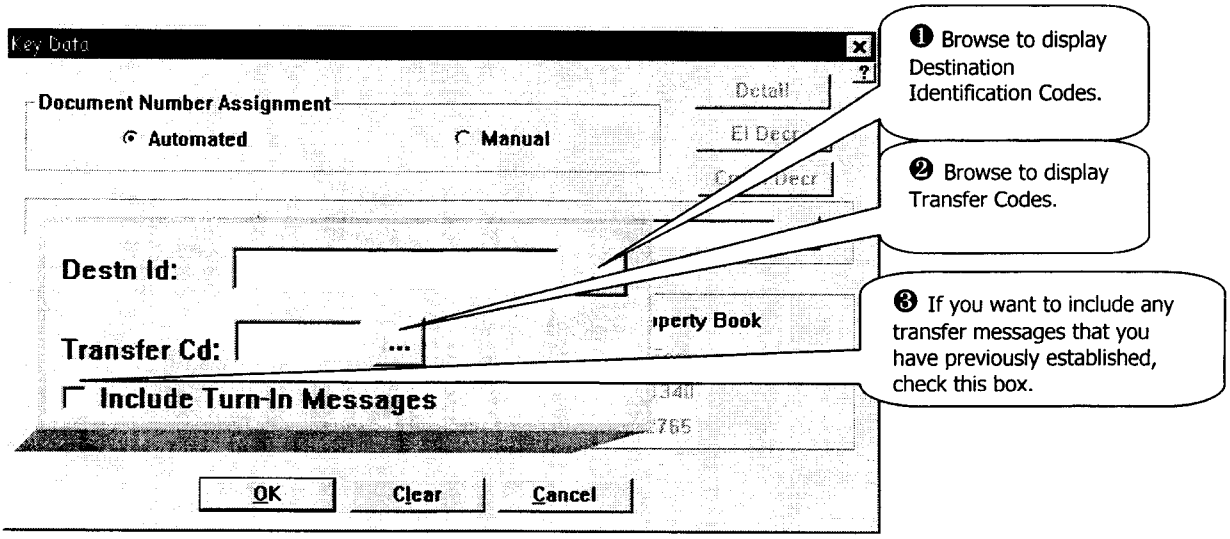


HINT!

If you do not know the stock number, you can browse for the stock number. However, if you know the FSC, enter it and then click the browse to display all stock numbers that begin with the FSC. So, the more that you enter in the field, the narrower the search will be.

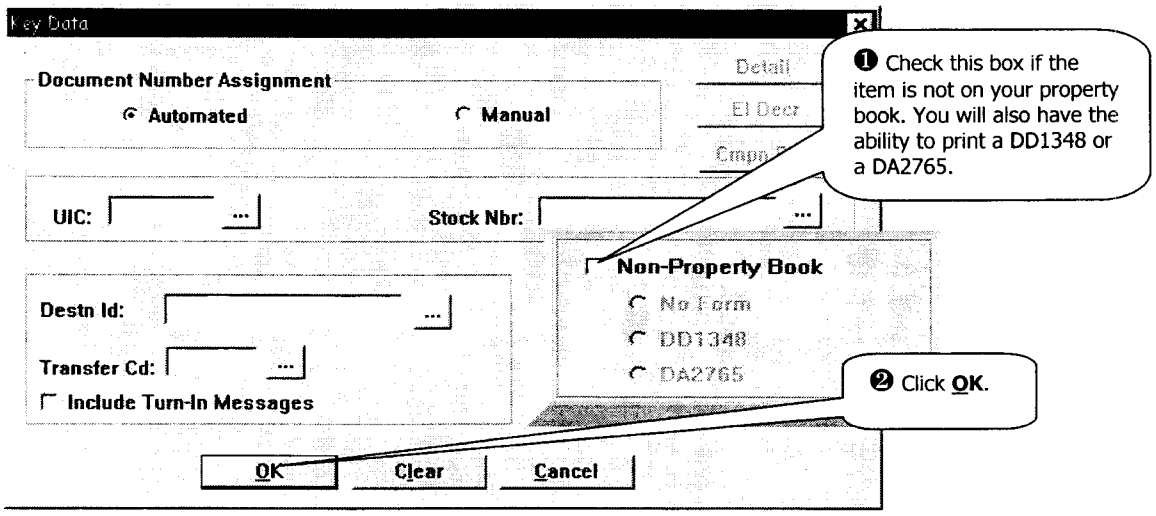
Obtaining A Turn-In Document Number (Cont'd)

STEP 3:



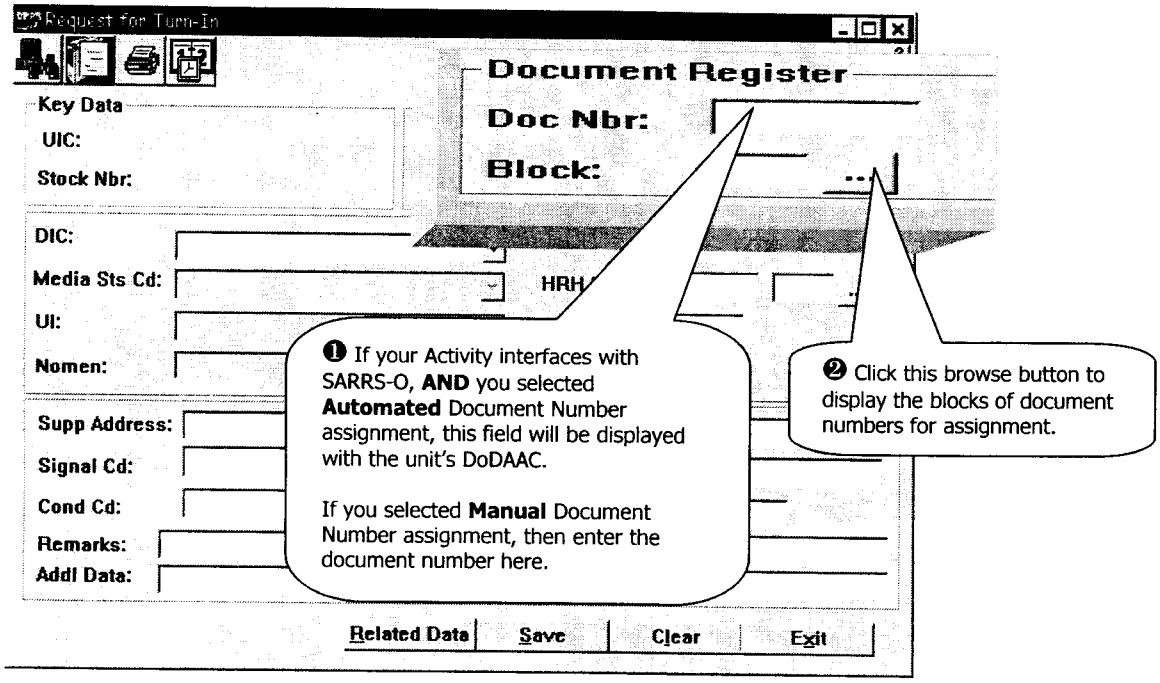
HINT!
If you do not have any Destination Identification or Transfer Codes, they will need to be established in the Utilities module.

STEP 4:



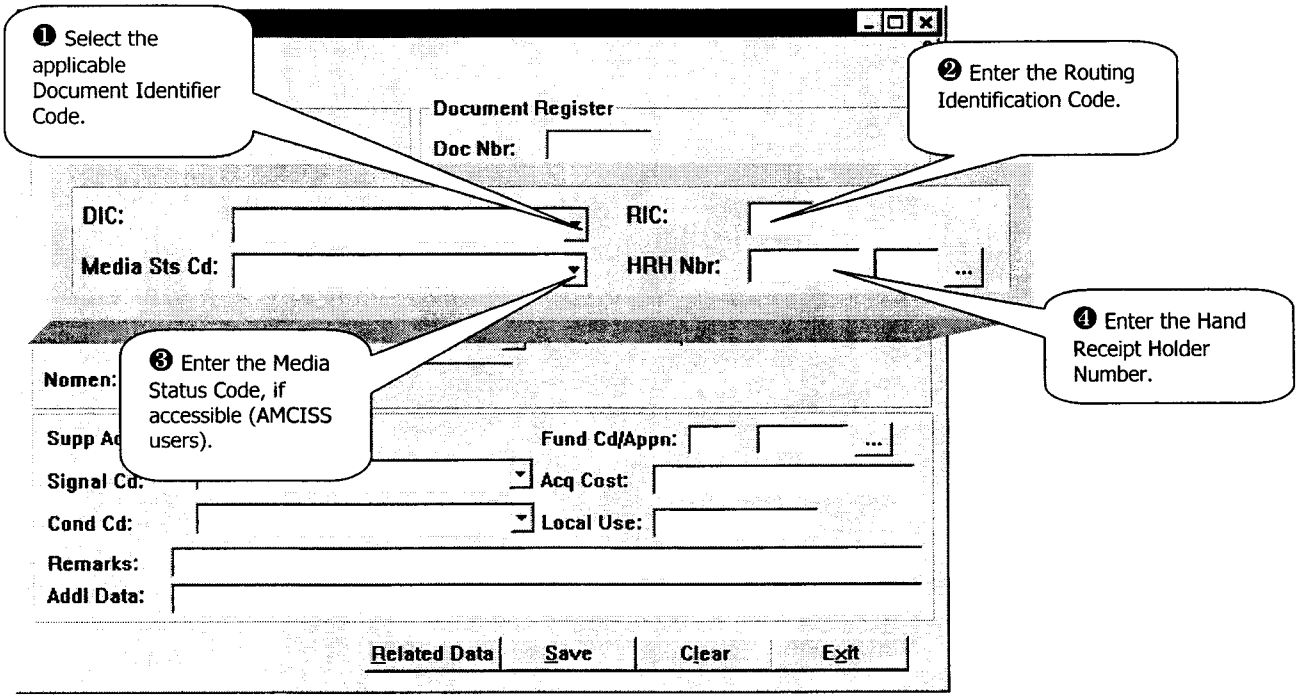
Obtaining A Turn-In Document Number (Cont'd)

STEP 5:



Obtaining A Turn-In Document Number (Cont'd)

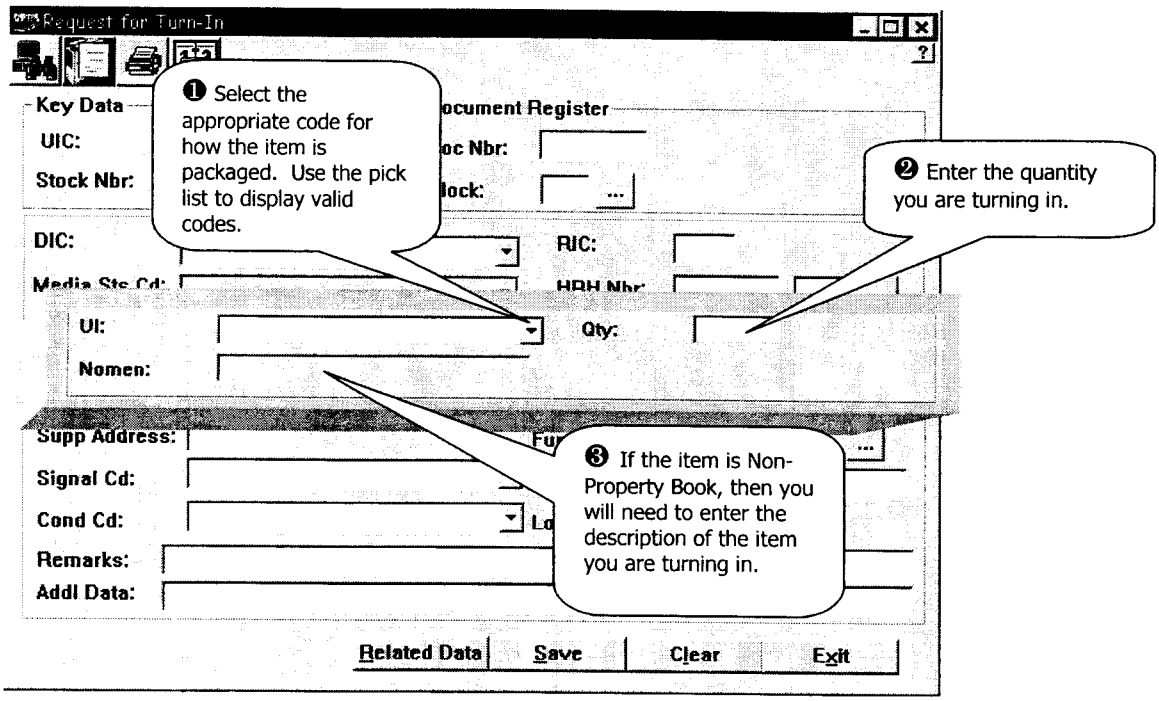
STEP 6:



Document Identification Codes	Media Status Codes
A5J – DRMO Turn-In	0 - No status to requisitioner or SUPADD. 100 percent supply status and shipment status by data pattern (AUTODIN) to the activity designated by a significant entry in rp 54.
Z3A – Turn-In	1 – Reserved
	2 - Exception, supply statuses to requisitioner in rp 30-35 by data pattern (AUTODIN).
	3 - Exception, supply status to requisitioner in rp 30-35 by readable document (mailed).
	4 - Exception, supply status to SUPADD in rp 45-50 by data patterns (AUTODIN).
	5 - Exception, supply status to SUPADD in 45-50 by readable document.
	6 – Reserved
	7 - Reserved

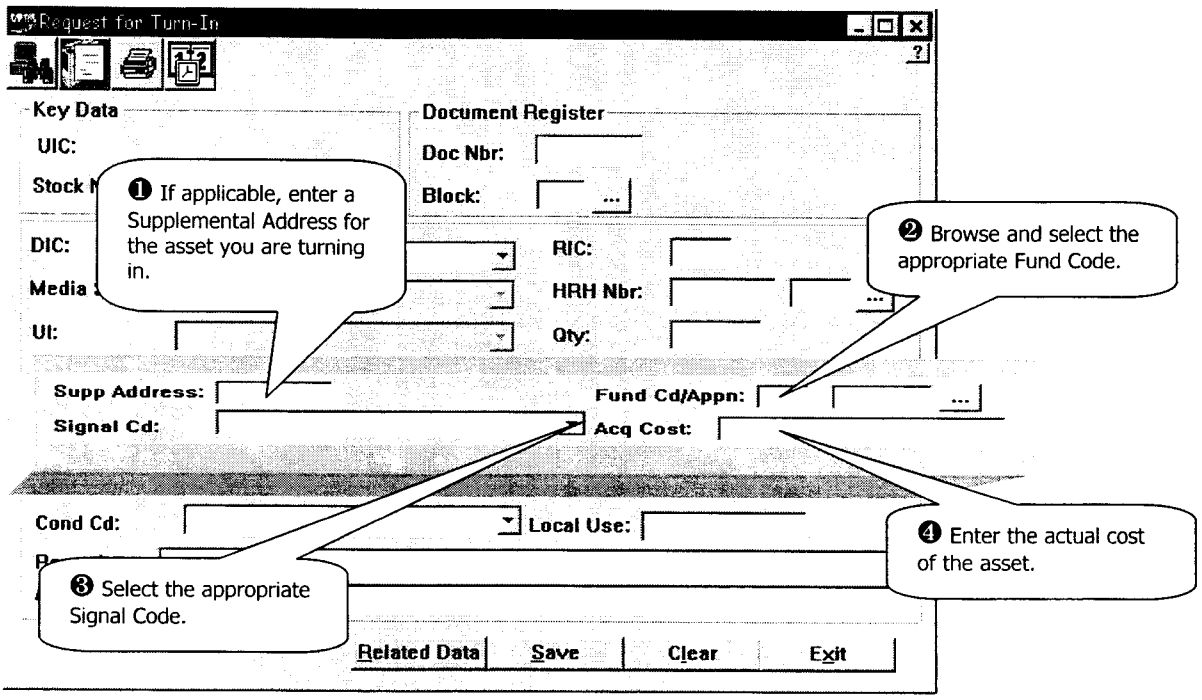
Obtaining A Turn-In Document Number (Cont'd)

STEP 7:



Obtaining A Turn-In Document Number (Cont'd)

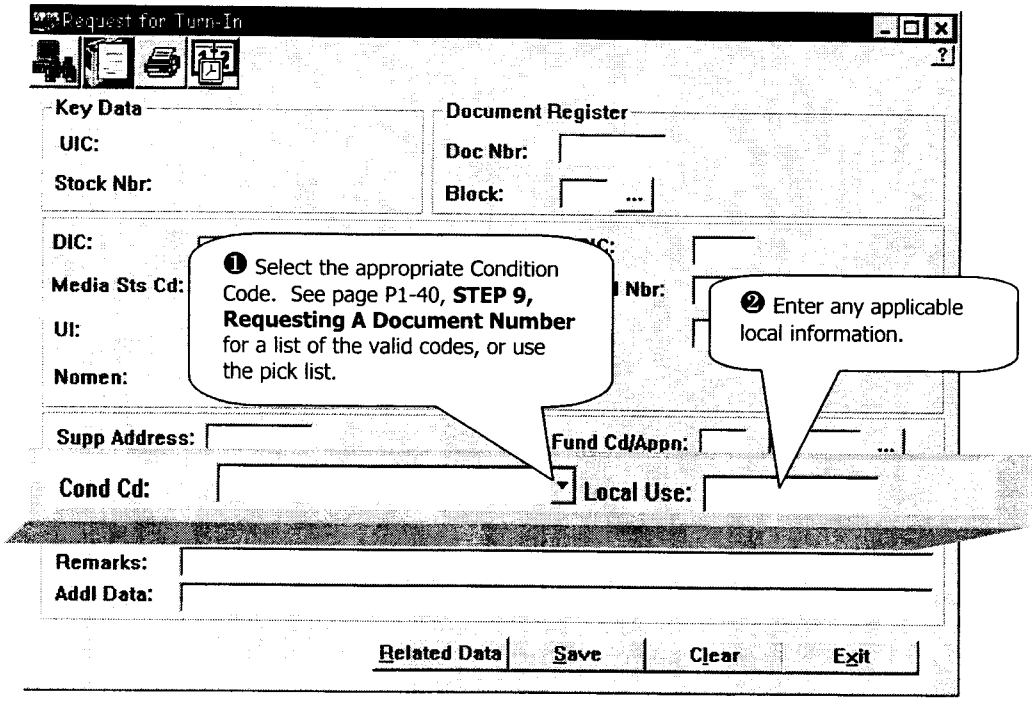
STEP 8:



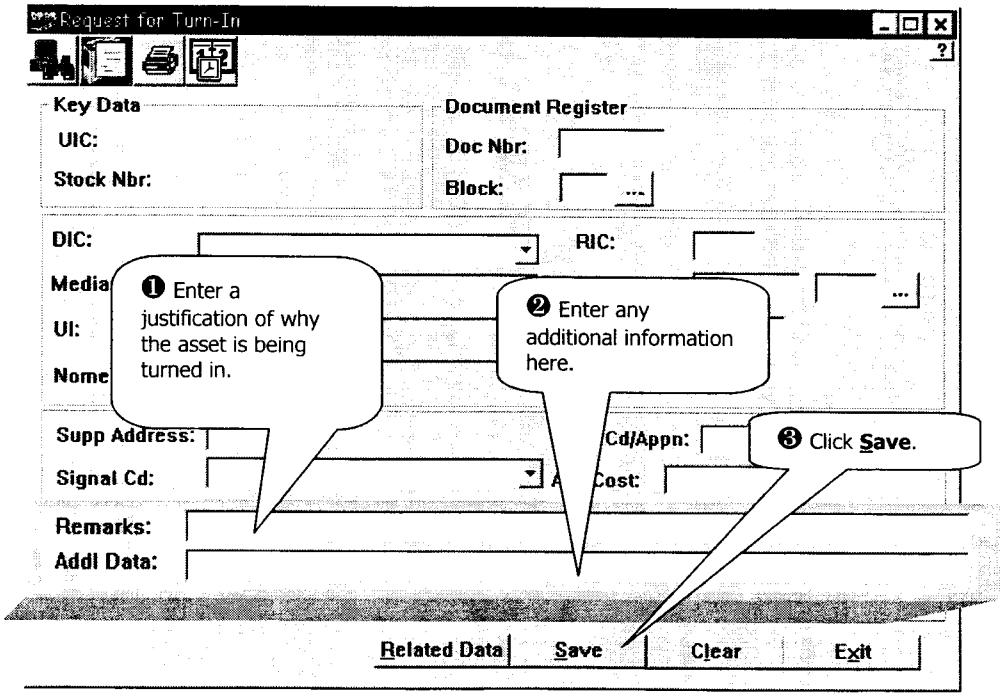
Signal Codes	
A - Ship/Bill Requisitioner.	K - Ship/Bill Supplementary Address.
B - Ship Requisitioner/Bill Supplementary Address.	L - Ship Supplementary Address/Bill Activity.
C - Ship Requisitioner/Bill Activity.	M - Ship Supplementary Address/Free Issue.
D - Ship Requisitioner/Free Issue.	W - Intraservice Use Only.
J - Ship Supplementary Address/Bill Requisitioner.	X - Intraservice Use Only.

Obtaining A Turn-In Document Number (Cont'd)

STEP 9:



STEP 10:



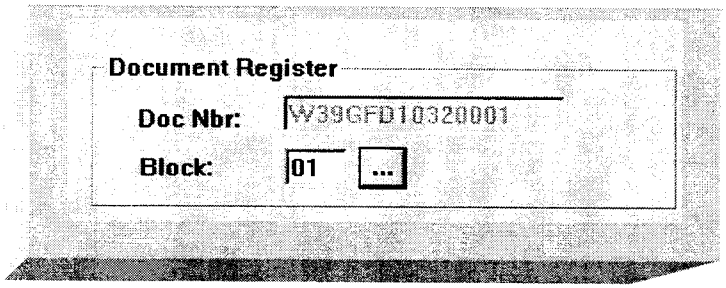
HINT!

If the asset is non-property, enter the serial number(s) of the asset(s). This will ensure that the serial numbers will print on the DD Form 1348-1A.

Obtaining A Turn-In Document Number (Cont'd)

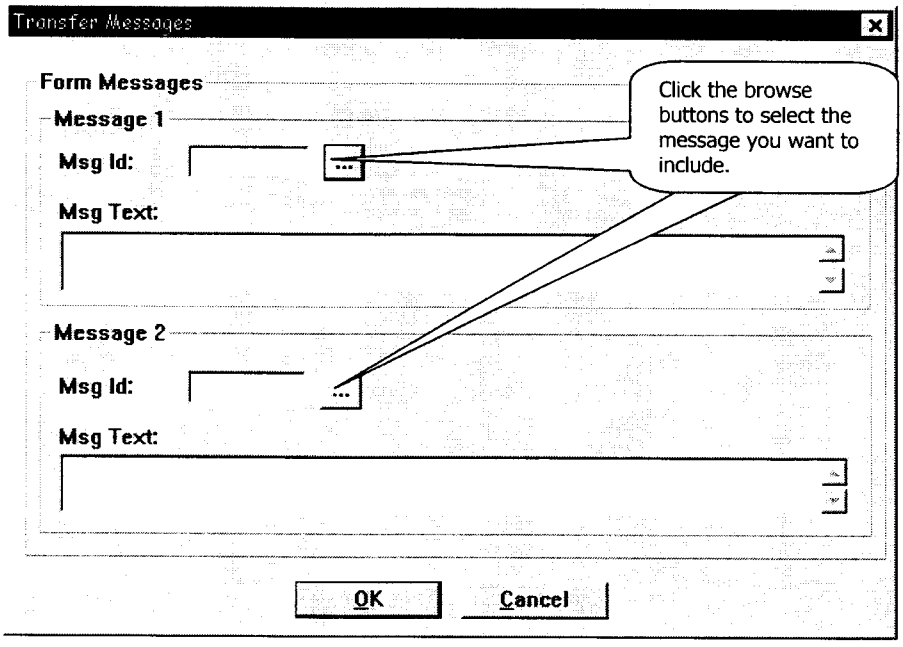
NOTICE!!

If you had DPAS generate an **automated** document number, notice that after you process the transaction that the document number is displayed. You may need to pull the Key Data screen down to view the number.



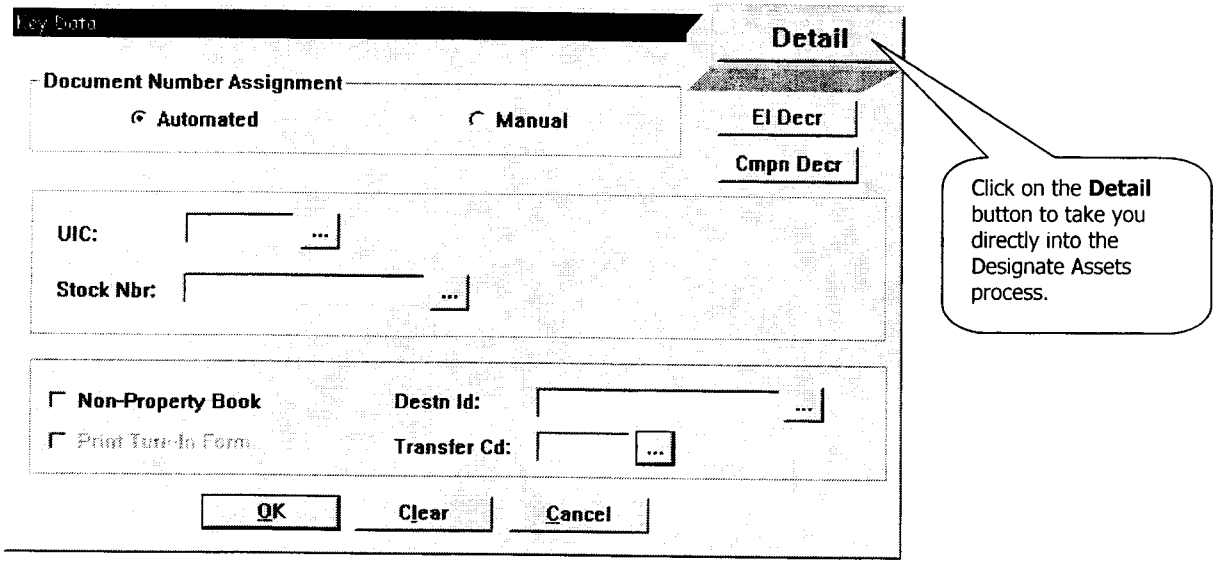
INCLUDE TRANSFER MESSAGES

If you checked the **Include Transfer Messages** check box, you will have the ability to include two user defined messages. The following is an example of this screen:



Obtaining A Turn-In Document Number (Cont'd)

STEP 11:



Designating An Asset To Turn-In/Transfer?

MODULE: Hand Receipt/Document Register

INTRODUCTION

This process will show you how to designate asset to Turn-In/Transfer.

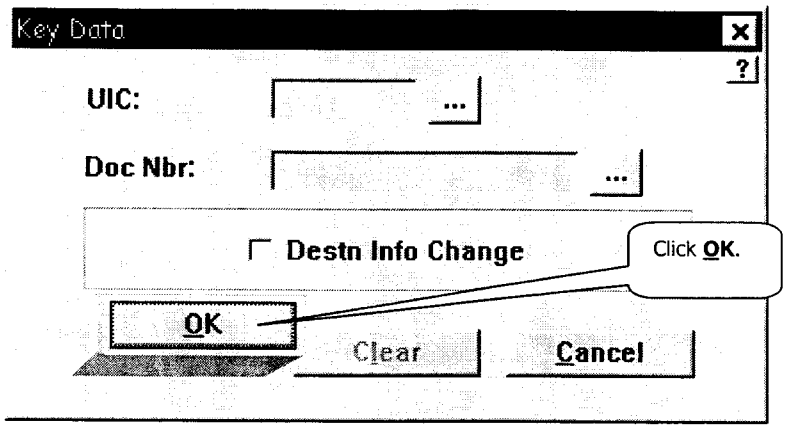
PREREQUISITES

None

STEPS TO PERFORM ACTION:

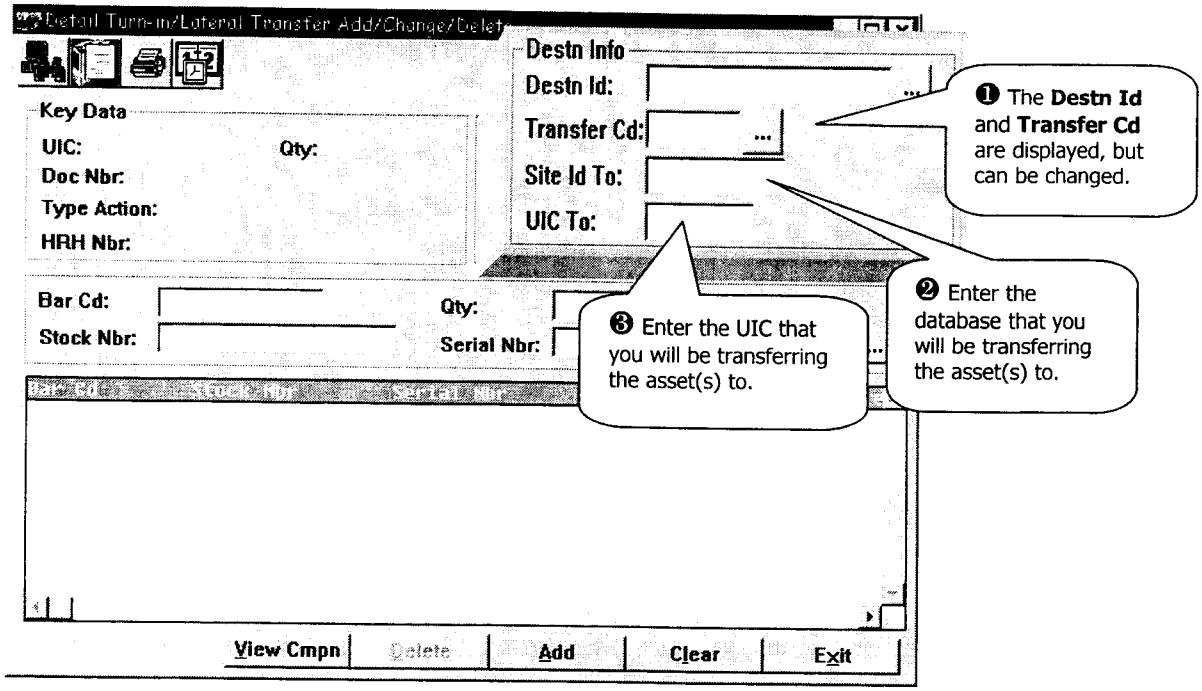
Since you are coming into this process from the Turn-In Document Register, the Detail Key Data screen is displayed.

STEP 1:

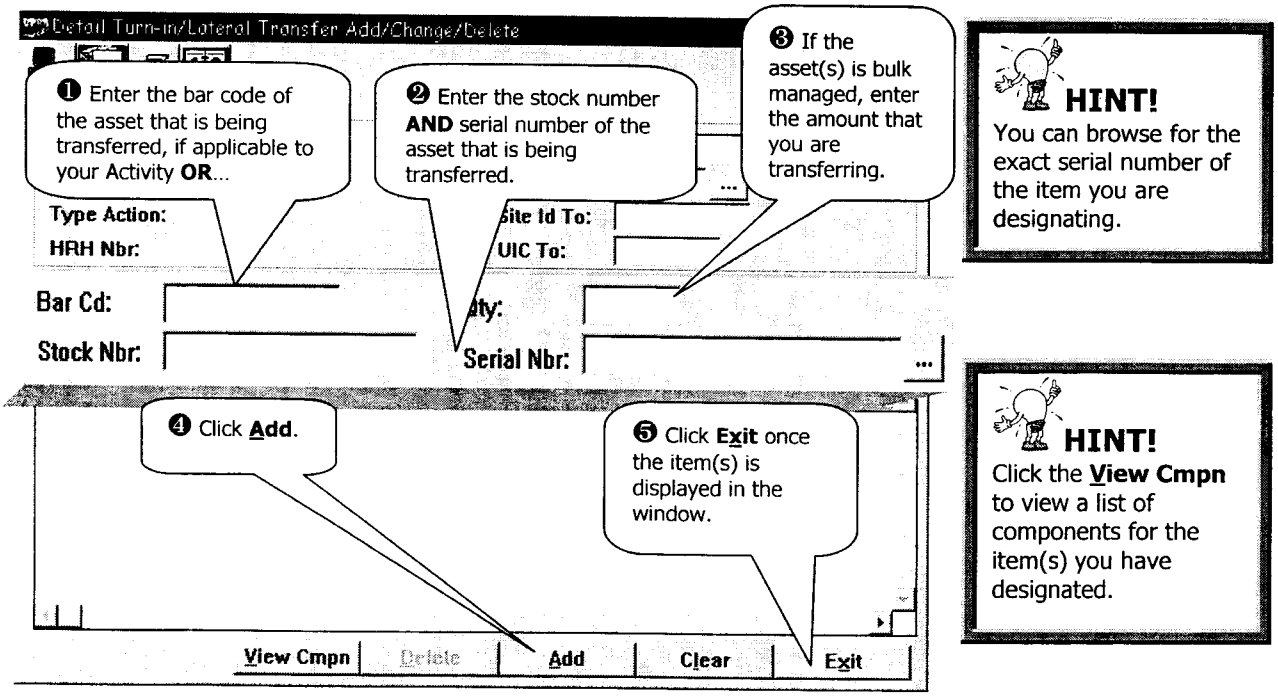


Designating An Asset To Turn-In/Transfer? (Cont'd)

STEP 2:



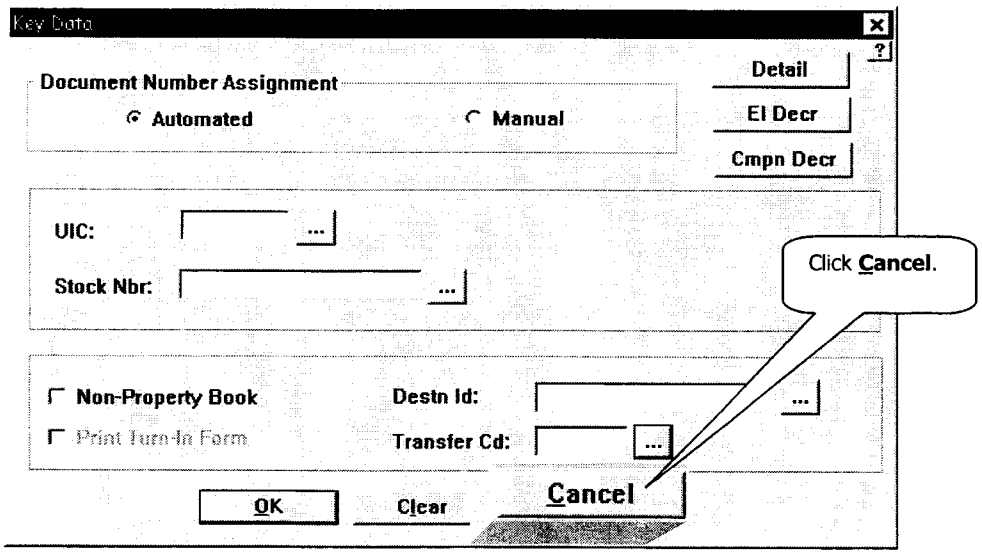
STEP 3:



Designating An Asset To Turn-In/Transfer? (Cont'd)

You will be returned to the Turn-In Key Data screen.

STEP 4:



Generating A Transfer And/Or Turn-In Form?

MODULE: Hand Receipt/Document Register

INTRODUCTION

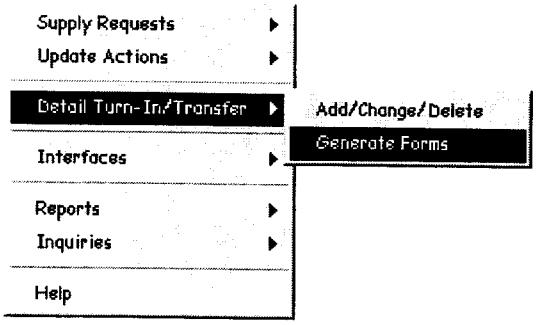
This section outlines the procedures to generate transfer/turn-in forms in DPAS.

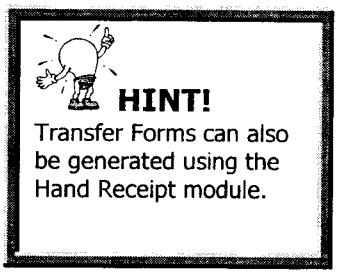
PREREQUISITES

A transfer and/or turn-in document must exist.

STEPS TO PERFORM ACTION

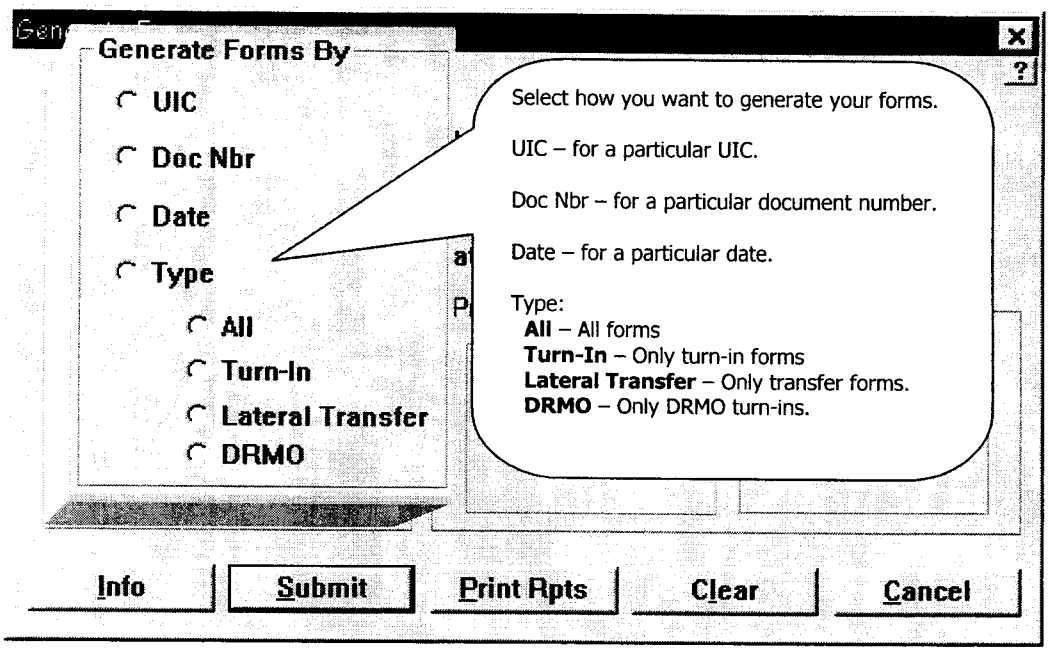
1. Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2. Select **Detail Turn-In/Transfer** from the program group.
3. Select **Generate Forms** from the program list.





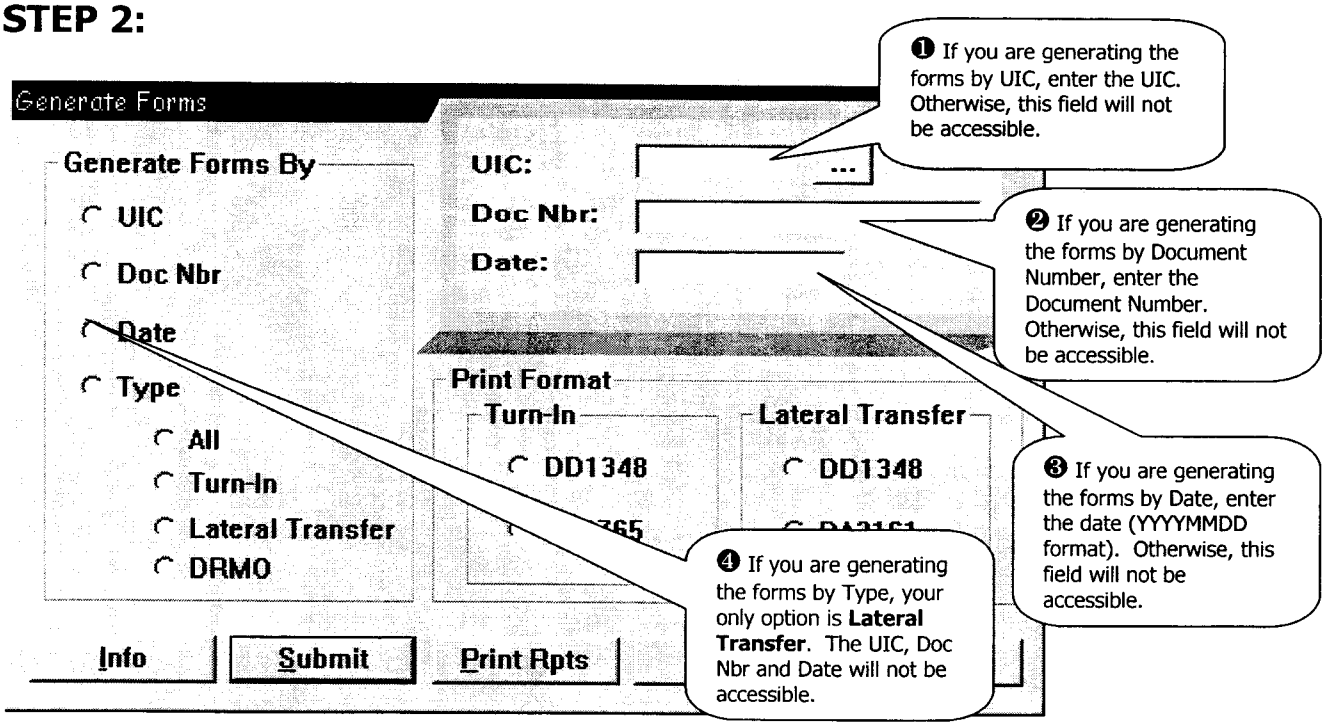
Generating A Transfer And/Or Turn-In Form? (Cont'd)

STEP 1:



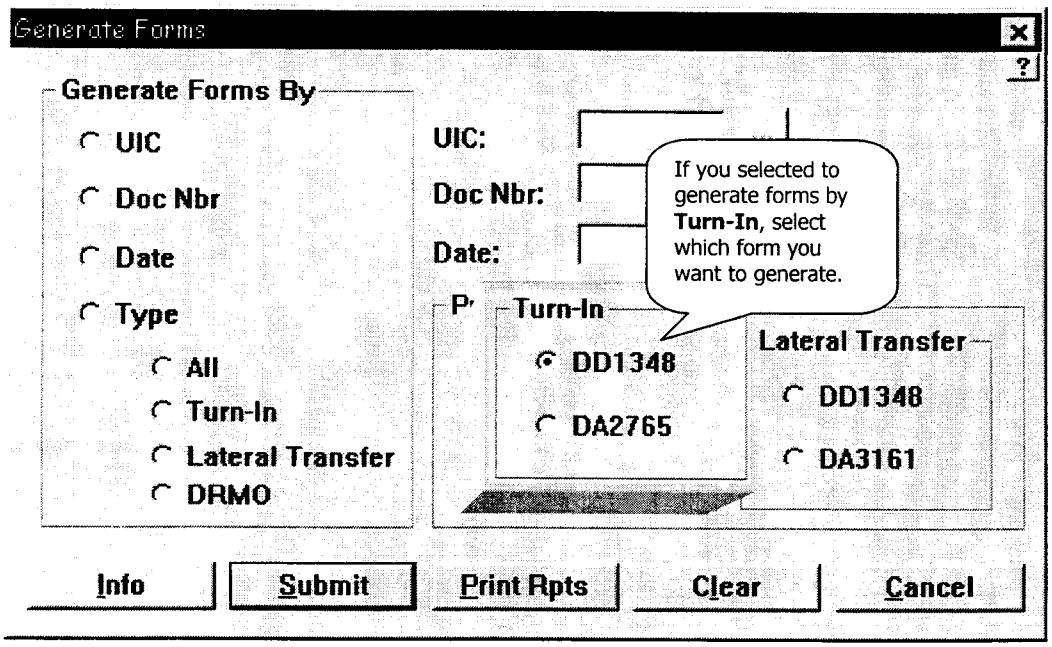
HINT!
If you are generating these forms using the Hand Receipt module, and you want to generate the forms by type, **Lateral Transfer** will be your only option.

STEP 2:

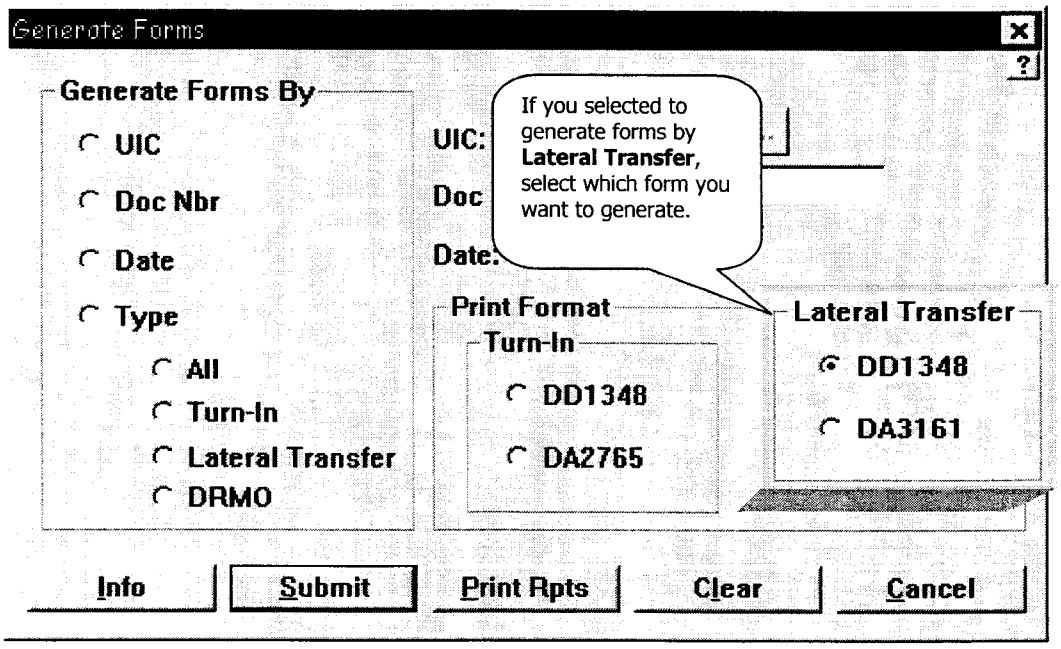


Generating A Transfer And/Or Turn-In Form? (Cont'd)

STEP 3:

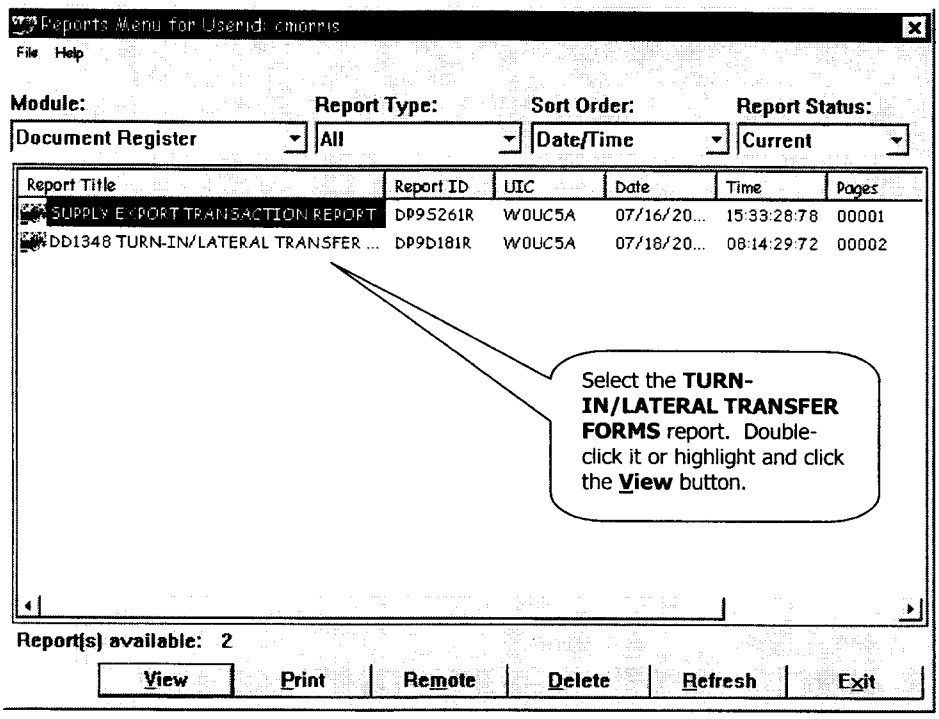


STEP 4:



Generating A Transfer And/Or Turn-In Form? (Cont'd)

STEP 5:



Below is an example of the DD Form 1348-1:

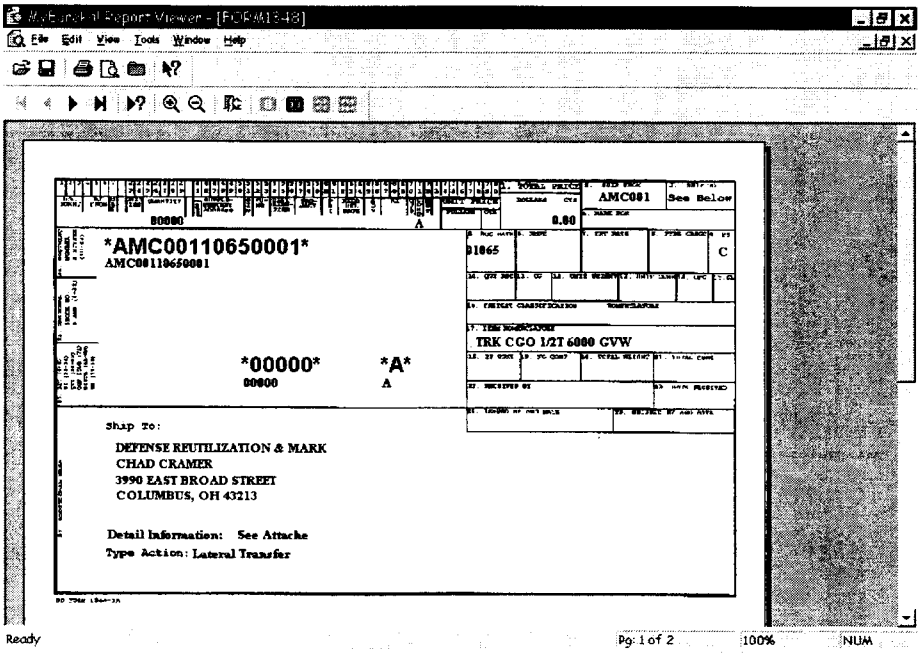


Figure 1 - DD 1348-1

Generating A Transfer And/Or Turn-In Form? (Cont'd)

Below is an example of the DA Form 2765:

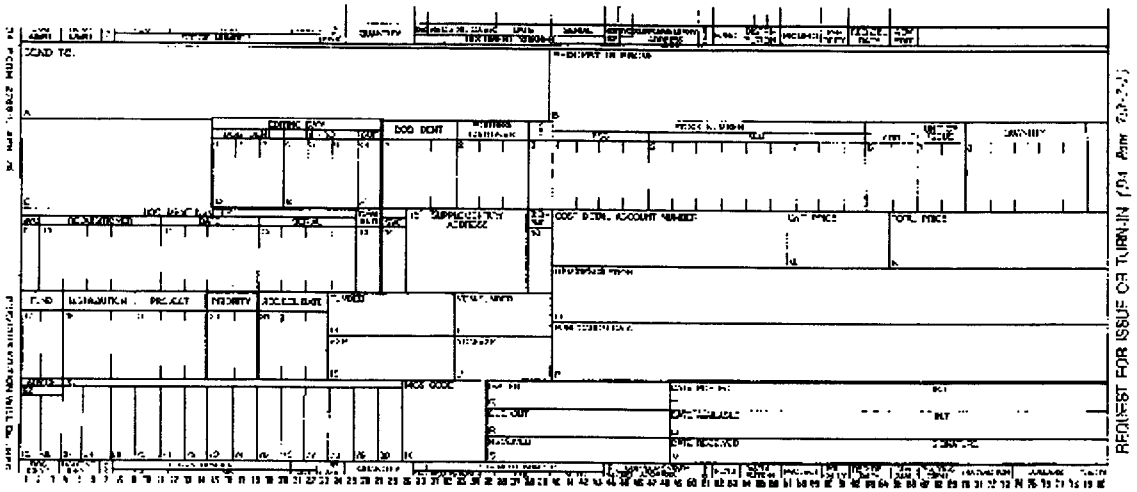


Figure 2 – DA Form 2765

Below is an example of a DA Form 3161:

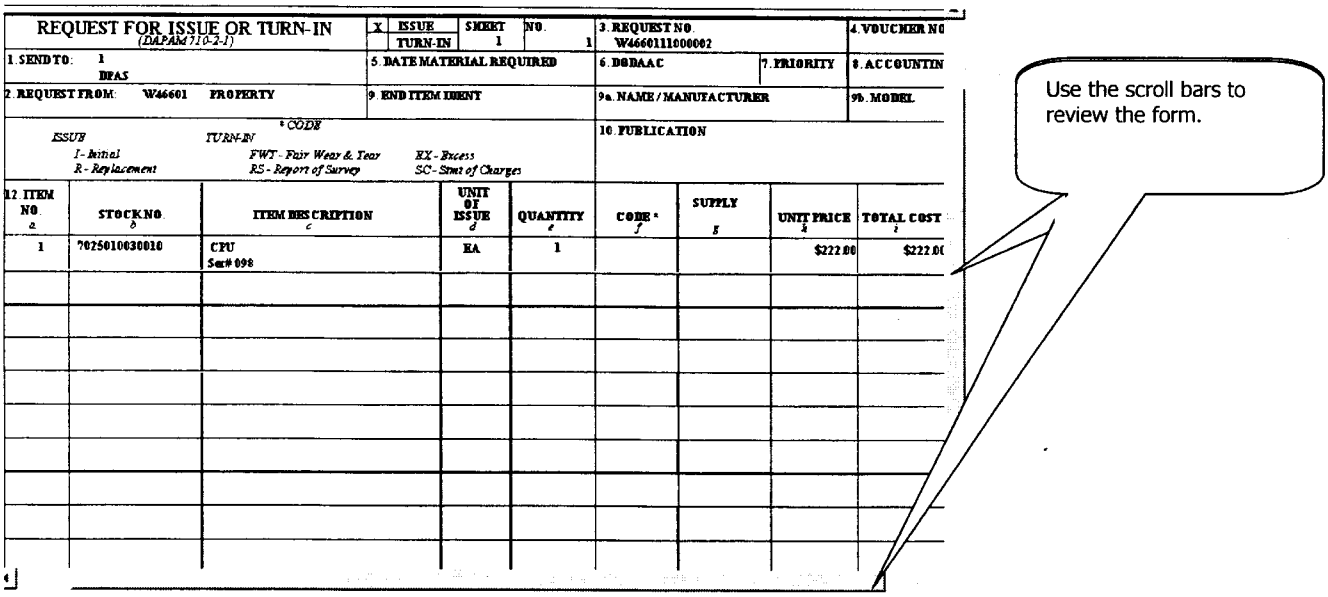


Figure 3 – DA Form 3161

Introduction To Decreases

The End Item Decrease process is used to remove all assets from the Property Book that are not being Transferred to another Installation. If the User enters this screen by using a Jump Button, the data from the previous process will populate some of the fields.

Be sure to select the correct radio button for the type of Decrease that is being performed. If you have identified Multiple Bar Codes/Stock Number – Serial Number records for Turn-In in the Document Register Detail process then be sure to select the Mass Turn-In radio button.

If the Asset is ADP, the asset must first be reported as Excess to DITMS using the Excess Actions Process.

Depending on the interfaces identified on the UIC file this asset will be reported to various systems. It will be reported to DITMS if it is ADP and the UIC and Fund Code records show that it should be reported. It will be reported to an Accounting System if one is identified on the UIC file. It will be reported to the DoDSASP program if it is identified as a weapon by either the CIIC or the DoDSASP code on the Catalog. It will be reported to UIT/CBS-X if the UIT Code is set on the UIC file and the RICC field indicates that it is reportable.

Removing An Asset From The Property Book

MODULE: Hand Receipt

INTRODUCTION

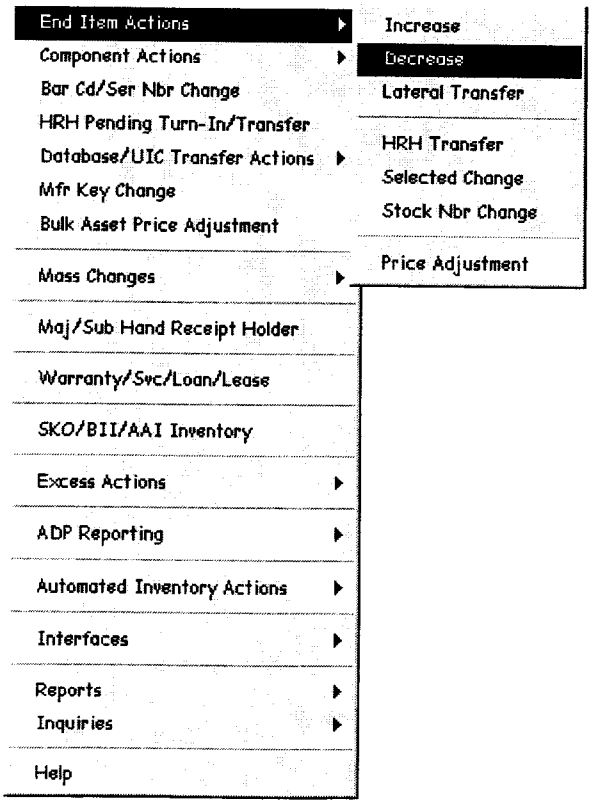
This process will show you how to remove an item from the property book/inventory.

PREREQUISITES

If your Activity is using the Document Register, you will need to obtain a document number for the type of action you will be removing the item from the property book (i.e., turn-in, transfer, etc.).

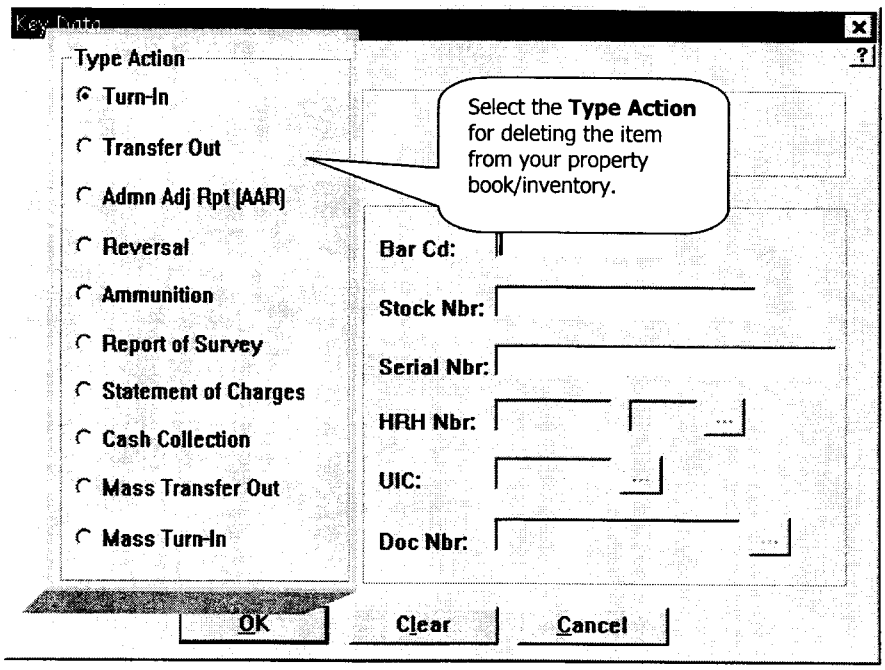
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Decrease** from the program list.

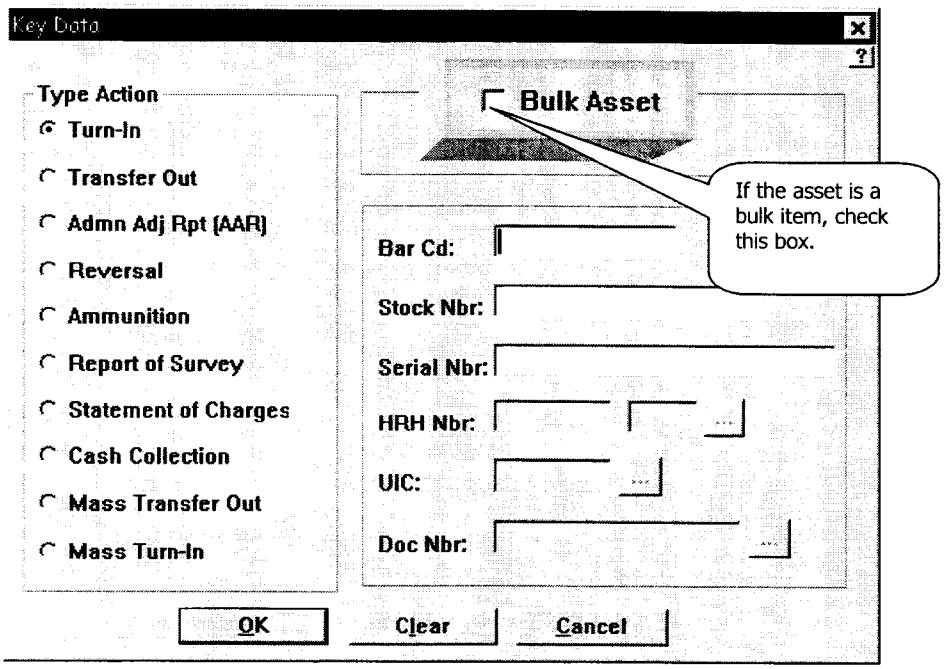


Removing An Asset From The Property Book (Cont'd)

STEP 1:

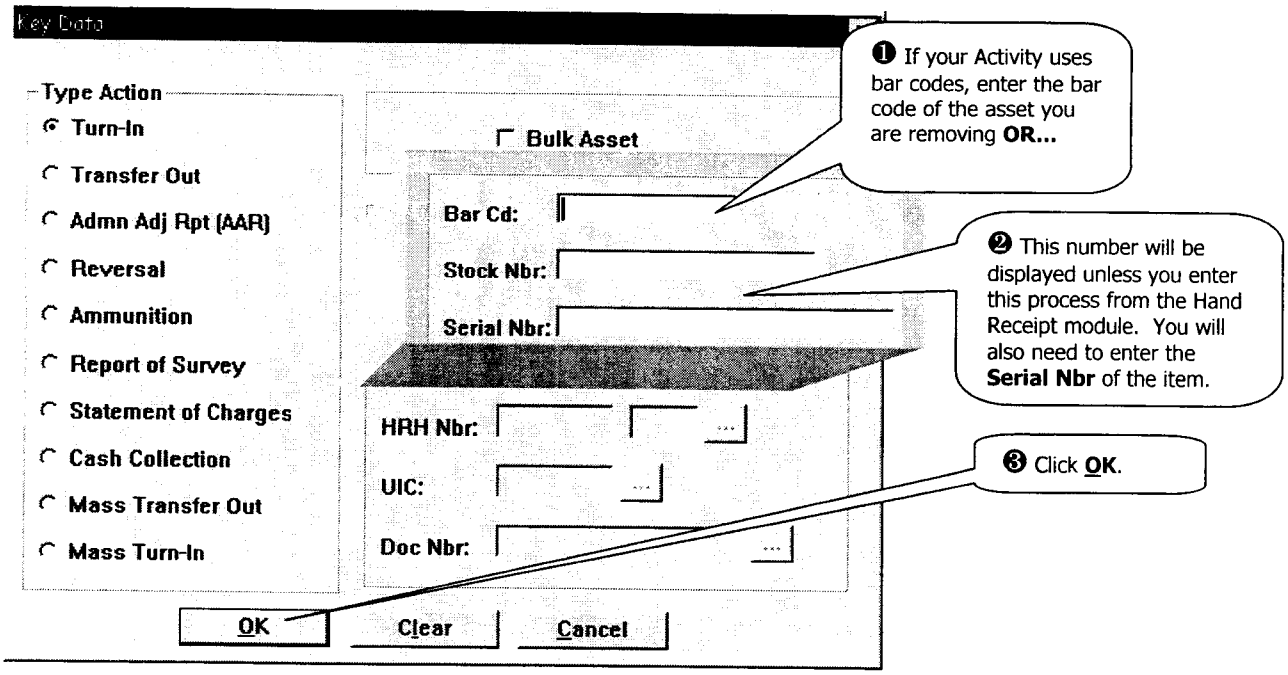


STEP 2:

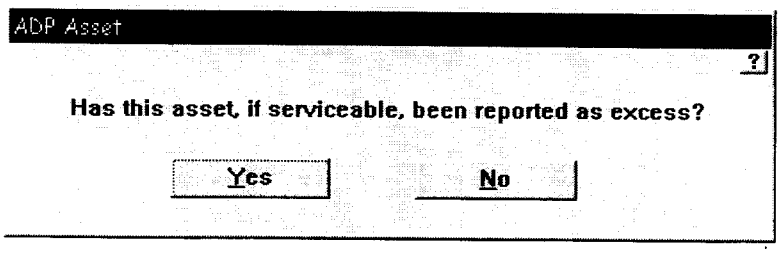


Removing An Asset From The Property Book (Cont'd)

STEP 3:



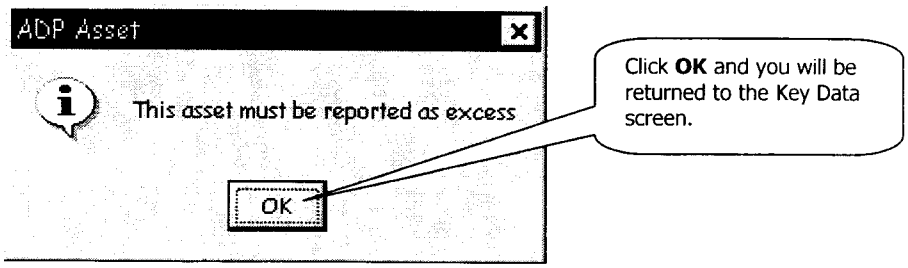
If the asset is ADP Reportable, the following dialog box is displayed:



Click [Yes] if you have reported the asset as excess.

Click [No] if the asset has not been reported as excess.

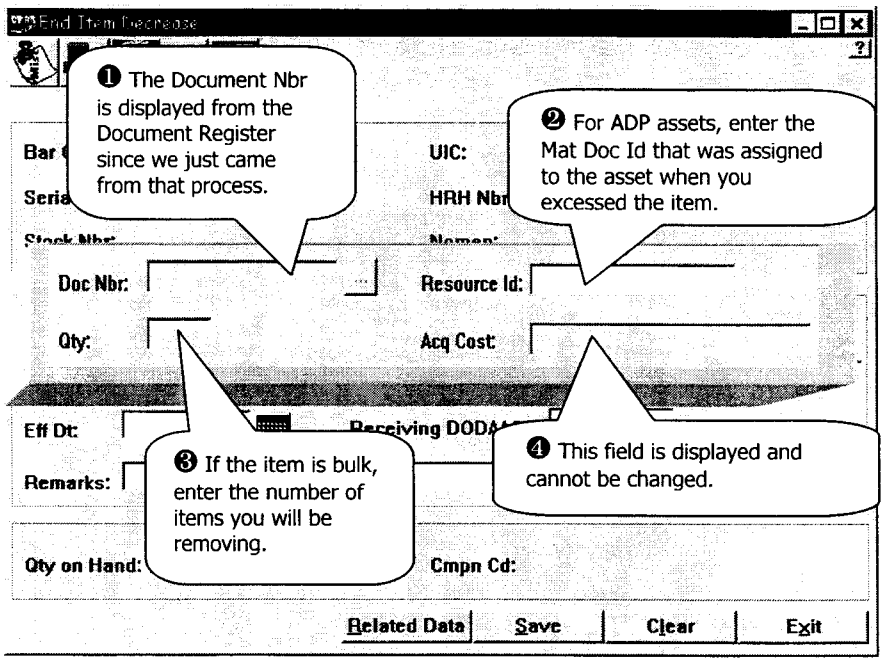
If you click [No], the following dialog box is displayed:



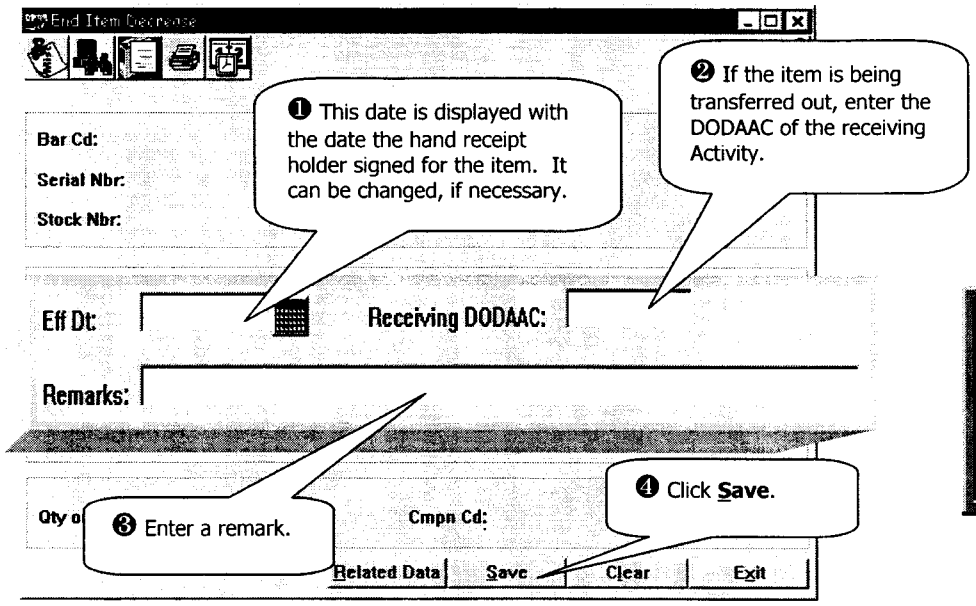
If you click [Yes], continue with the next step.

Removing An Asset From The Property Book (Cont'd)

STEP 4:



STEP 5:



HINT!

Use the to select a date.

Generating The Increase/Decrease Report

MODULE: Hand Receipt

INTRODUCTION

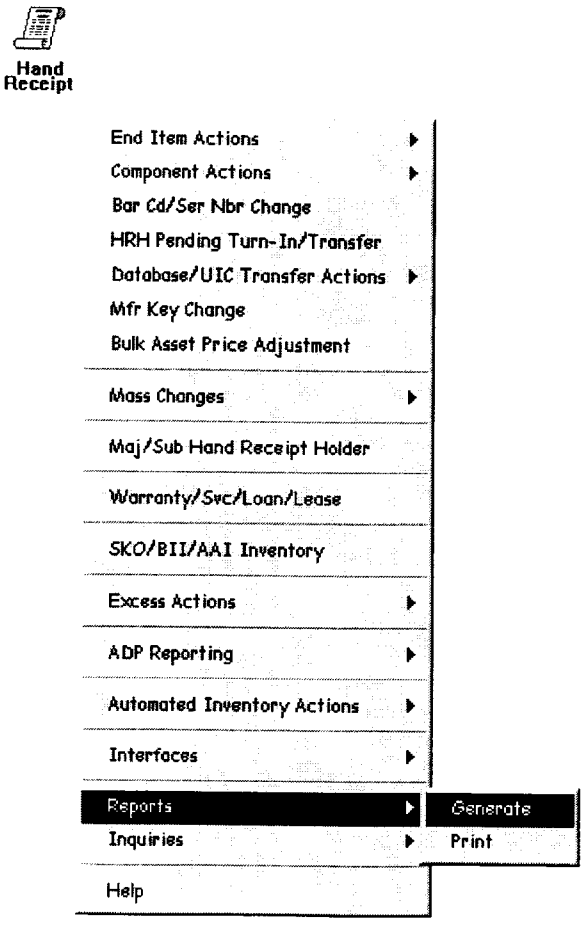
There may be times when you will need to run the Increase/Decrease report. This report will display all Increase and/or Decrease actions that occurred on a particular day. You can also generate this report for a particular time frame.

PREREQUISITES

None

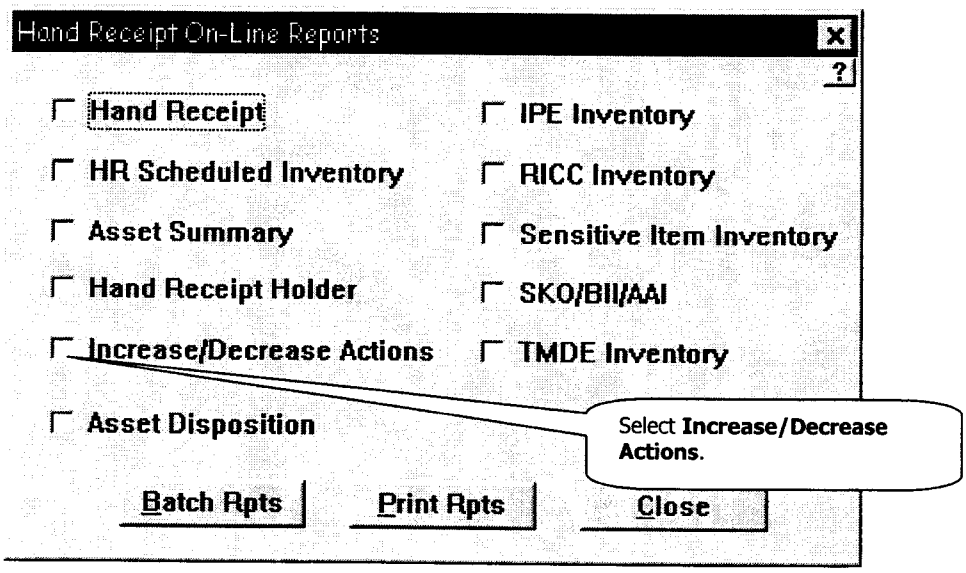
STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Reports** from the program group.
3. Select **Generate** from the program list.

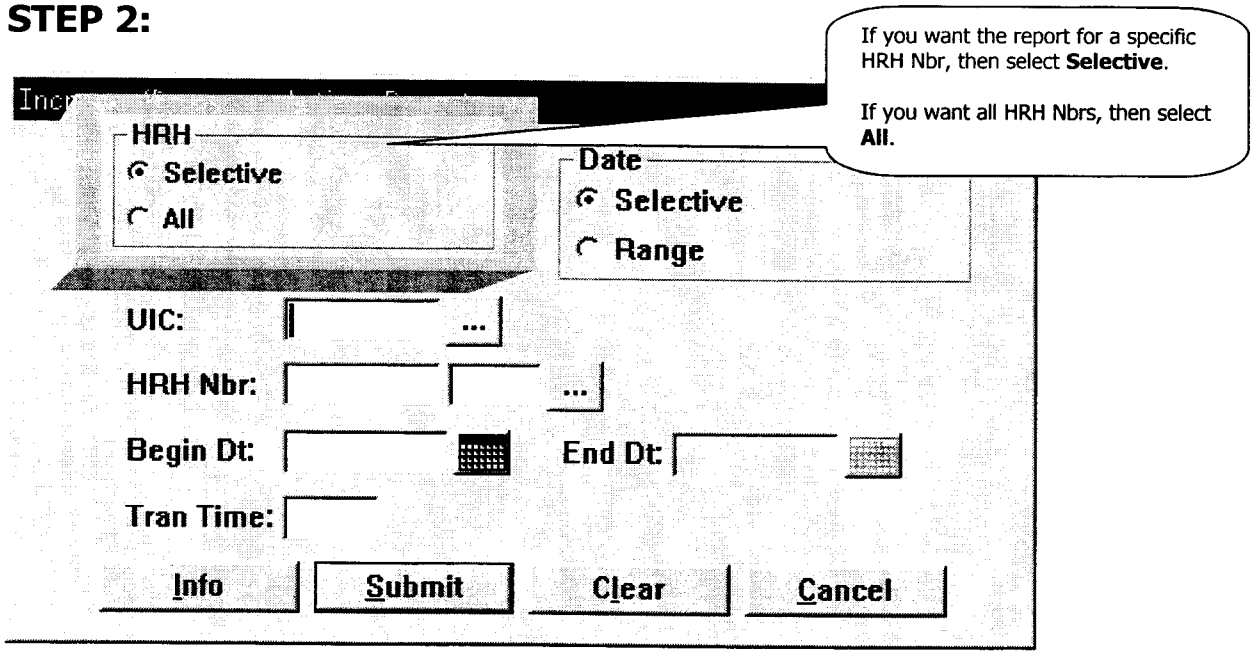


Generating The Increase/Decrease Report (Cont'd)

STEP 1:

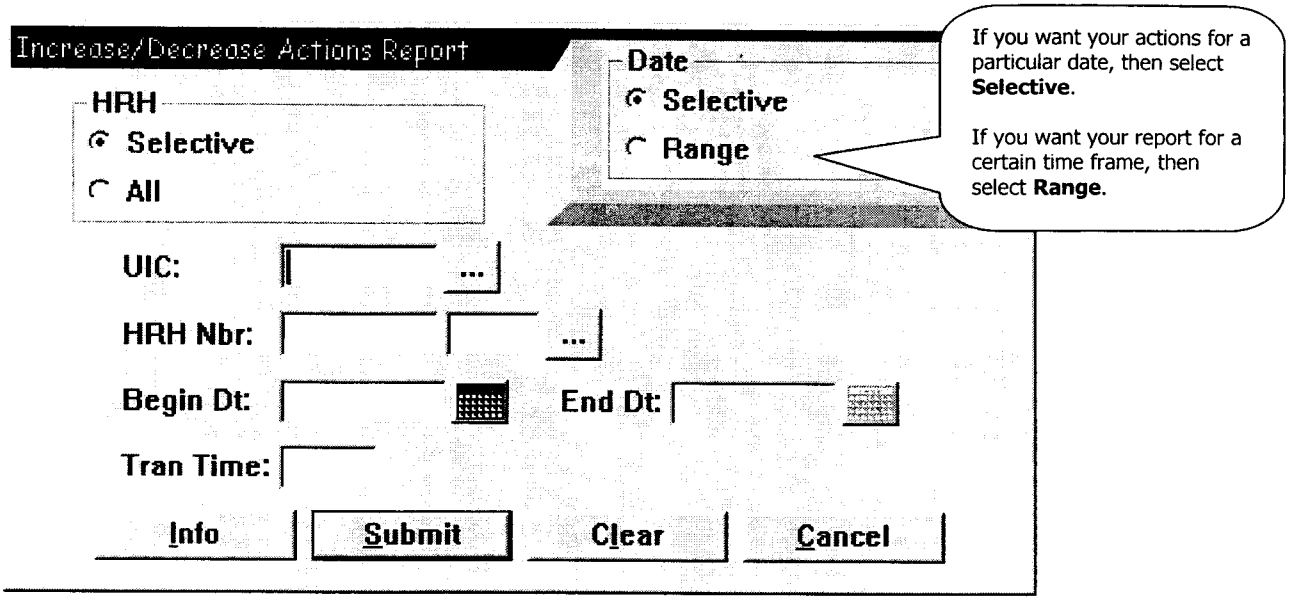


STEP 2:

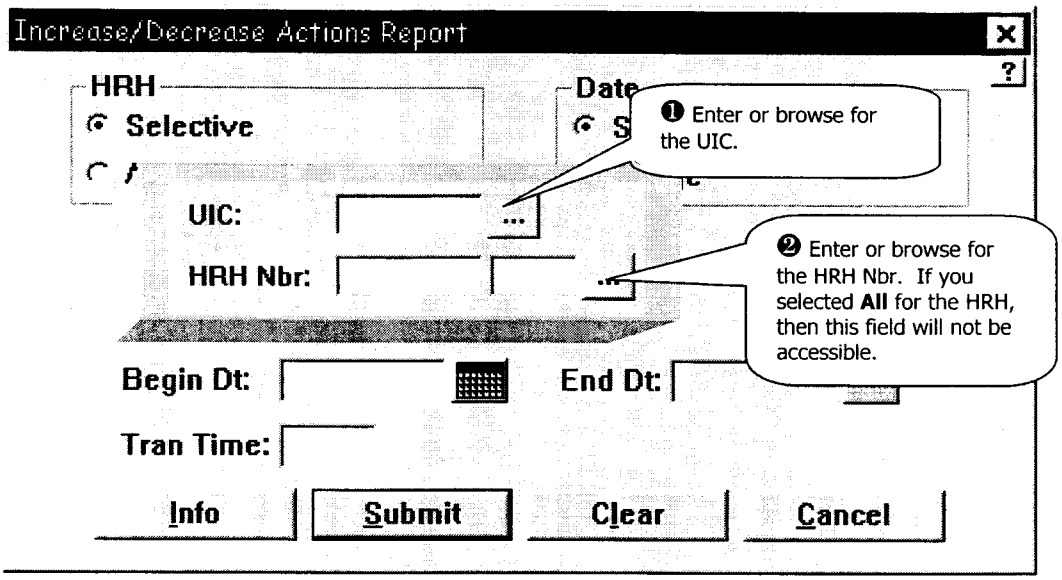


Generating The Increase/Decrease Report (Cont'd)

STEP 3:

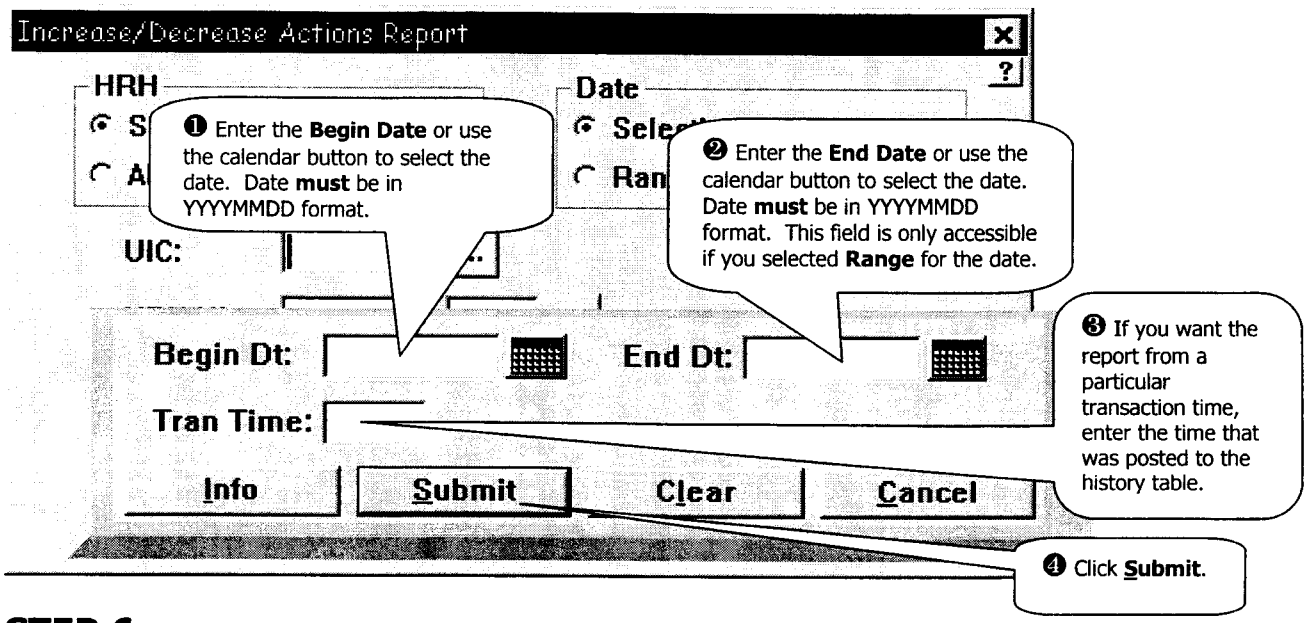


STEP 4:

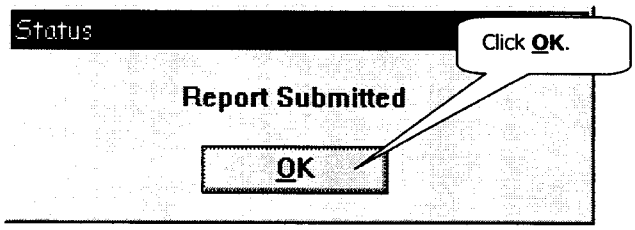


Generating The Increase/Decrease Report (Cont'd)

STEP 5:

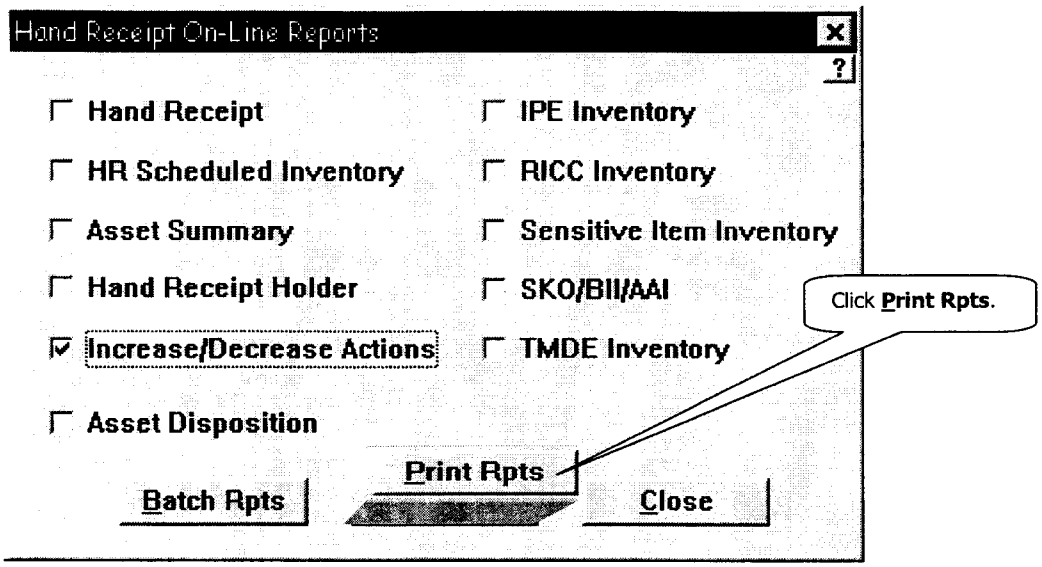


STEP 6:

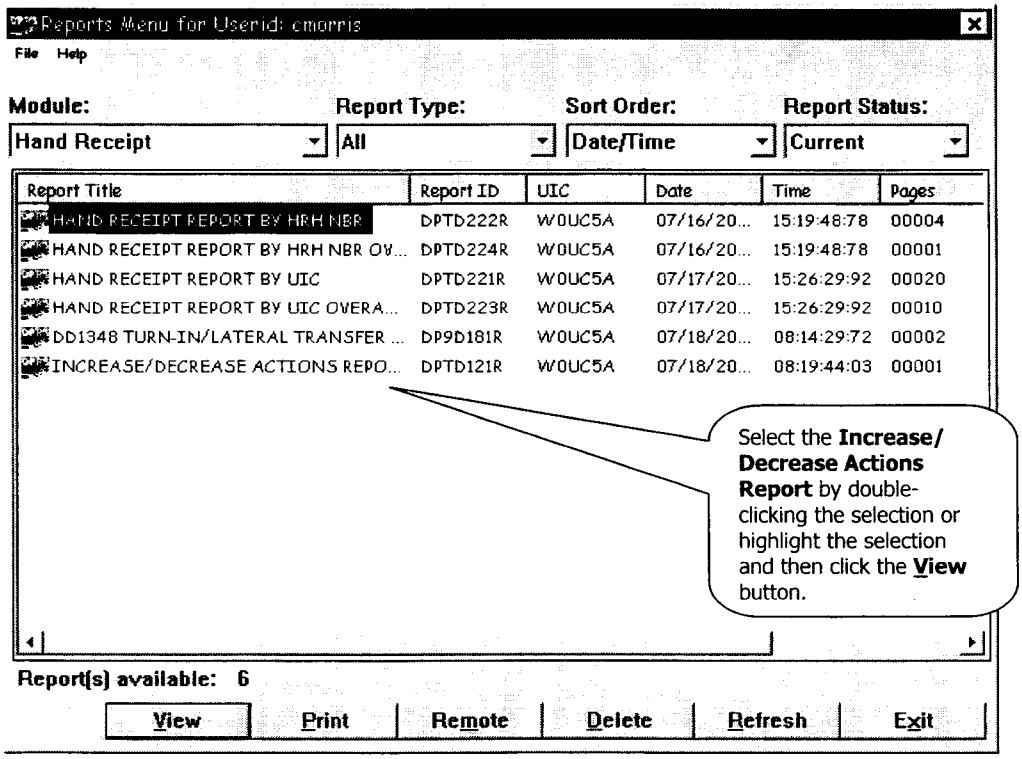


Generating The Increase/Decrease Report (Cont'd)

STEP 7:



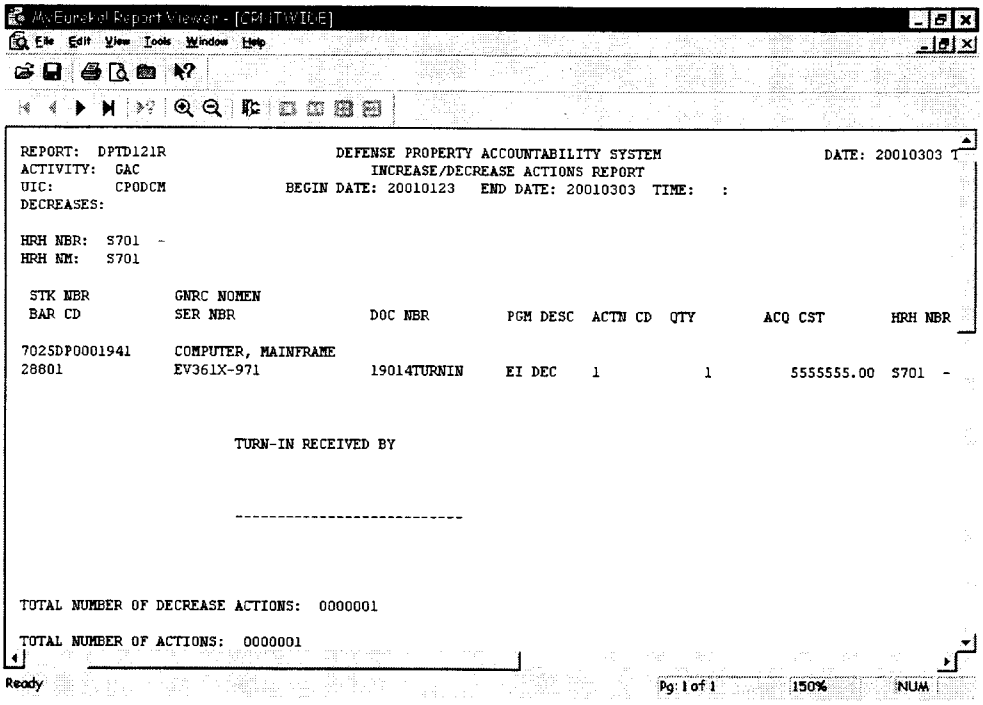
STEP 8:



Generating The Increase/Decrease Report (Cont'd)

Below are examples of the Increase/Decrease report:

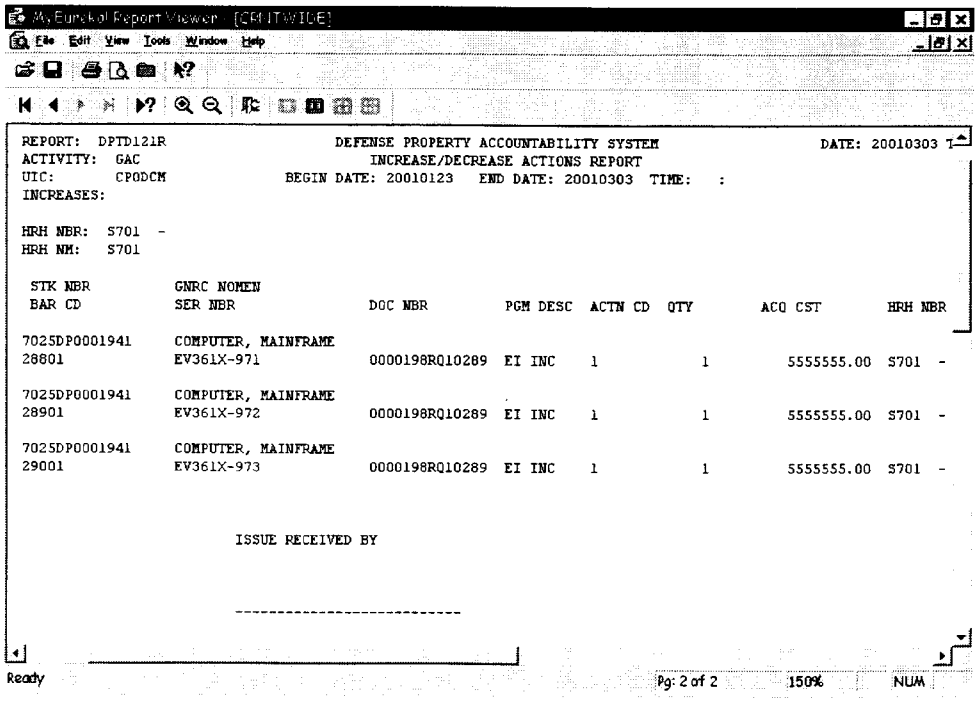
Decrease actions are displayed first:



```
REPORT:  DPTD121R                  DEFENSE PROPERTY ACCOUNTABILITY SYSTEM                  DATE: 20010303 T
ACTIVITY:  GAC                        INCREASE/DECREASE ACTIONS REPORT
UIC:       CPODCM            BEGIN DATE: 20010123   END DATE: 20010303  TIME:   :
DECREASES:

HRH NBR:  S701  -
HRH NM:   S701

 STK NBR          GNRC NOMEN
 BAR CD           SER NBR              DOC NBR         PGM DESC  ACTN CD  QTY       ACQ CST       HRH NBR

7025DP0001941     COMPUTER, MAINFRAME
28801             EV361X-971           19014TURNIN     EI DEC    1          1        5555555.00  S701  -


                        TURN-IN RECEIVED BY


                        ---------------------------


TOTAL NUMBER OF DECREASE ACTIONS:  0000001

TOTAL NUMBER OF ACTIONS:  0000001
```

Ready Pg: 1 of 1 150% NUM

Increase actions are displayed next:



```
REPORT:  DPTD121R                  DEFENSE PROPERTY ACCOUNTABILITY SYSTEM                  DATE: 20010303 T
ACTIVITY:  GAC                        INCREASE/DECREASE ACTIONS REPORT
UIC:       CPODCM            BEGIN DATE: 20010123   END DATE: 20010303  TIME:   :
INCREASES:

HRH NBR:  S701  -
HRH NM:   S701

 STK NBR          GNRC NOMEN
 BAR CD           SER NBR              DOC NBR         PGM DESC  ACTN CD  QTY       ACQ CST       HRH NBR

7025DP0001941     COMPUTER, MAINFRAME
28801             EV361X-971           0000198RQ10289  EI INC    1          1        5555555.00  S701  -

7025DP0001941     COMPUTER, MAINFRAME
28901             EV361X-972           0000198RQ10289  EI INC    1          1        5555555.00  S701  -

7025DP0001941     COMPUTER, MAINFRAME
29001             EV361X-973           0000198RQ10289  EI INC    1          1        5555555.00  S701  -


                        ISSUE RECEIVED BY


                        ---------------------------
```

Ready Pg: 2 of 2 150% NUM

Reviewing The History Inquiry

MODULE: Inquiries

INTRODUCTION

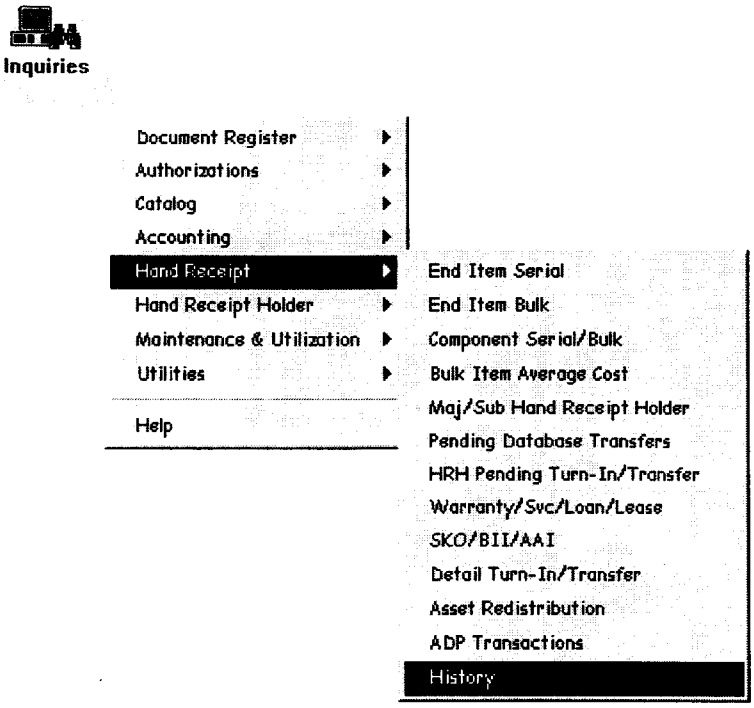
This section outlines the procedures for querying the DPAS History Table. DPAS will generate a history record from the time an asset is added to the property book and until the item is removed from the property book. This section shows the user how to query DPAS to review the history table.

PREREQUISITES

None

STEPS TO PERFORM ACTION

1. Select the **Inquiries** icon, or select **Inquiries** from the menu bar.
2. Select **Hand Receipt** from the program group.
3. Select **History** from the program list.

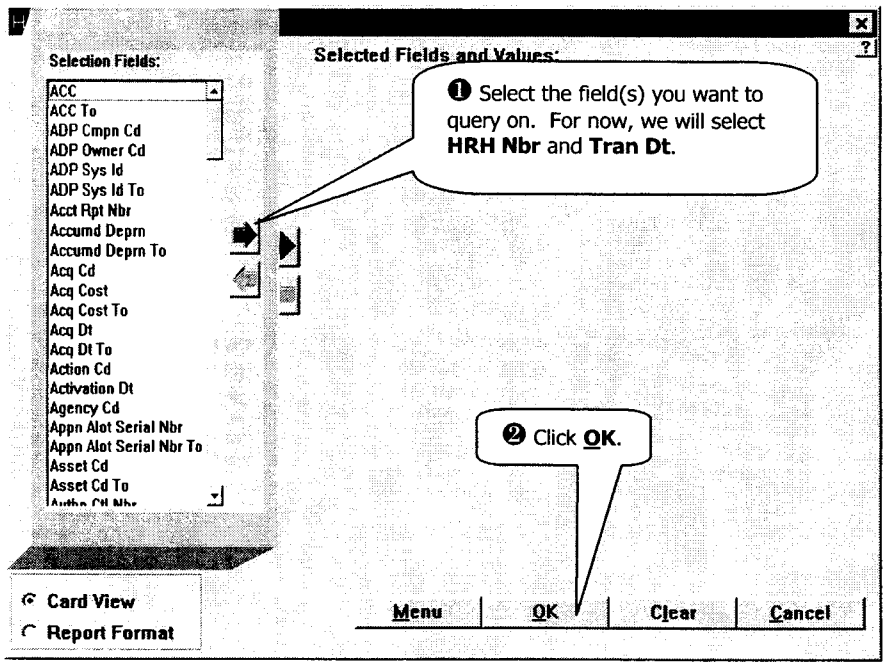


HINT!

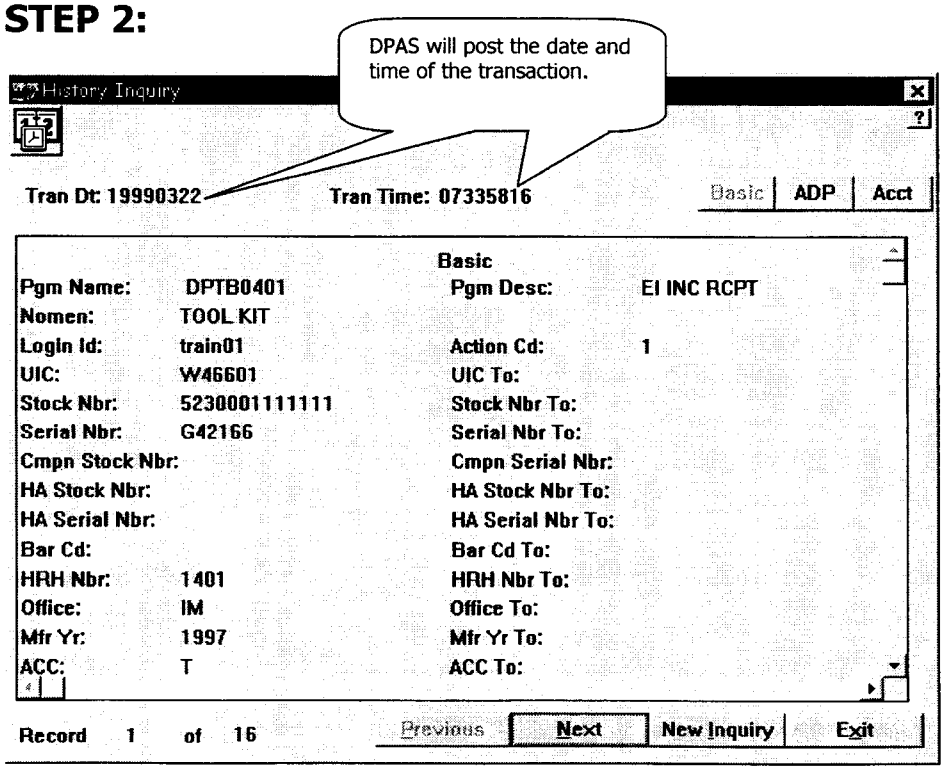
You can access the History from other processes. For example, you could select Document Register, Authorizations, Catalog, Accounting, Maintenance & Utilization, or Utilities and still access the same History inquiry.

Reviewing The History Inquiry (Cont'd)

STEP 1:

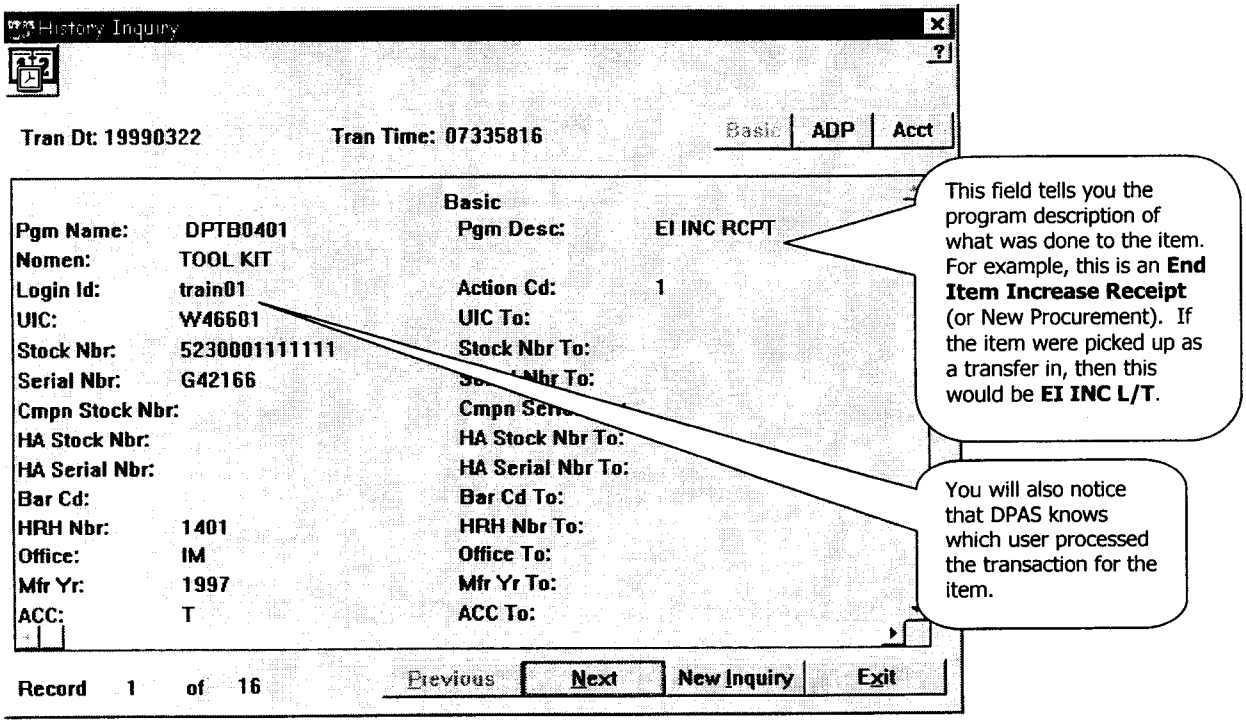


STEP 2:



Reviewing The History Inquiry (Cont'd)

STEP 3:



Case Study

Title: Basic Cradle To Grave DPAS Functions

Objective: At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to perform the basic DPAS functions.

Prerequisites:

Requirements:

References: Reference in the manual Phase One

Policies/Procedures:

Scenario: Your office has just recently converted to DPAS. While going through training you had new items delivered.

Instructions: Use the knowledge that you have gained from Phase One to add two additional items to your hand receipt.

Given:

Summary: Verify your results by running the appropriate inquiries and reports

Class Discussion: Q & A